The BMUG Newsletter Editorial Style Guide

for authors and editors

Prepared by

Hans Hansen

*BMUG Newsletter
Editor-in-Chief*

with

Kelly Pernell

Senior Editor

and

Gray Shaw

Version 3.1 – Apr 18, 2021

The BMUG Newsletter Editorial Style Guide

ABOUT THIS GUIDE

This editorial guide is composed of four main sections:

The **Content Standards, Rights, Permissions, and Policies** section provides a guide to what gets printed in the newsletter, what rights the author maintains, how BMUG protects those rights, and other general policies.

The **Editing Checklist** is designed to help you write and edit for The BMUG Newsletter by following a structure of common elements used to develop an informative article, with consistent language and use of terms.

The Form details the elements of an article with information on required content and formatting standards.

The Style details language use with a guide to grammar and a reference of standard terms and usage.

Using this Editorial Style Guide

For the Author

As an author it is important to start by understanding The BMUG Newsletter's purpose and policies, covered in the first section of this guide, to get an idea of what types of subjects we prefer and what styles we don't.

You should then read over the Editing Checklist to get an idea of what your article will go through when you submit it.

While we encourage you to follow the form and style defined by this document, don't let it inhibit your writing. Incorporating our style as you write is not necessary, unless it comes naturally for you. Let us help you clean up later.

For the Editor

As a BMUG Newsletter editor it is important to understand the Editing Checklist, since it outlines the process you will apply to each article you receive to edit.

You should feel free to open an article and follow the checklist as you learn the process.

The first step to preparing an article for publication is to understand its structure and apply the proper "style tags" to each of the paragraphs, as explained in The Form section of

this guide.

The second step is to study The Style section of this guide and watch for occurrences of styles in the article. We recommend you read through the entire Style section once, as it is the easiest way to learn the details of our style.

If you have editing experience you should find the Style section familiar and quick to grasp.

Last is the Terms list. We have carefully checked this over many times, so please trust it. However, please feel free to make notes, additions, and corrections and return them to us for future revisions.

Once you have learned the details of the Editing Checklist, you can begin using the Quick Reference list we have provided, which summarizes the steps for editing each article.

Conventions

BMUG's style is based on *The Chicago Manual of Style, Thirteenth Edition*, which should be used in conjunction with this guide. *The American Heritage Dictionary, Third Edition* is BMUG's preferred standard for spelling and definition.

Contacts and Info

This document has been prepared by Hans Hansen. Any questions can be sent to me at hans_hansen@bmug.org.

Printed Copies

Printed copies of this guide are available upon request at hans_hansen@bmug.org.

CONTENT STANDARDS, RIGHTS, PERMISSIONS, AND POLICIES

What is The BMUG Newsletter?

The BMUG Newsletter is available only as a membership benefit of the Berkeley Macintosh Users Group.

It is one of the original information services of BMUG; it has been published for over 11 years.

The BMUG Newsletter has been highly respected throughout the computer industry for many years for quality coverage and unbiased non-commercial information.

BMUG has been labeled as one of the 100 most influential organizations in the computer industry by MicroTimes Magazine, and The BMUG Newsletter has been quoted in various respected publications, including The New York Times.

The Newsletter does not include any paid or compensated advertising or endorsements and is not affiliated with any commercial entity.

Approximately 12,000 copies of each issue of The BMUG Newsletter are printed and distributed twice a year, in January and August.

The January issue, referred to as the Spring issue, is released and distributed in person to members at the San Francisco Macworld Exposition.

The August issue, referred to as the Fall issue, is released and distributed in person to members at the Boston Macworld Exposition.

The remaining copies are distributed via mail to members in over 50 countries throughout the world, or sold with new memberships over the course of the season.

The number of pages in each issue of the Newsletter has ranged from 400 to almost 600 pages, with an average of 90 articles per issue.

Articles contained in The BMUG Newsletter cover Macintosh-related computer subjects.

Articles are donated by random BMUG members and

developed by staff with volunteers; reference materials are complied and updated by staff and volunteers.

Random submissions to the Newsletter include product reviews, experiences with using computers, and commentary on the computer in industry and society.

Articles developed by the Newsletter staff and volunteers include coverage of new technologies, explorations of new

computer uses, and reviews of specialized products and services.

Reference resources compiled by the Newsletter staff and volunteers include The BMUG Glossary of Macintosh-related computer terms; a Frequently Asked Questions list addressing specific software and hardware issues; and BMUG's Choice Products, a list of product recommendations.

Authors and volunteers of The BMUG Newsletter receive a free six-month membership to BMUG during the term of the issue to which they contributed.

What submissions get printed in The BMUG Newsletter?

The BMUG Newsletter is designed to distribute educational information covering many aspects of Macintosh computer use. Therefore, we will consider a very broad topic range for inclusion.

Because the focus of The BMUG Newsletter is on Macintosh experience, we prefer articles that describe user experience and character development from a personal point of view.

BMUG prefers product reviews written by individuals who have enough interest in a product to purchase it themselves.

BMUG lightly discourages product reviews by individuals who get a product just for the purpose of reviewing it, unless they have professional experience writing such reviews. In other words, BMUG discourages people from writing a product review if they don't have a real interest in the product they're reviewing.

What doesn't get printed in The BMUG Newsletter?

BMUG tries to avoid printing any personally offensive material. We attempt to maintain a family-style publication for all people.

Articles that require extensive editing for clarity or fact correction will be dropped from the Newsletter.

BMUG will refuse to print review articles of products acquired inappropriately in BMUG's name as defined below in Product Review Policy.

What rights do authors maintain?

Contributors to The BMUG Newsletter automatically retain all copyrights and distribution rights of their own articles, except when they are appear in any issue of The BMUG Newsletter.

BMUG will not reprint any contributed article separate from The BMUG Newsletter , without permission from the author.

BMUG will obtain permission from the author if it wishes to use portions of an article in the form of an excerpt.

BMUG will not make available an article to a third party without express permission from the author to do so.

BMUG will not print any personal information in the form of home address or direct phone numbers, even with release or request by an author.

What rights does BMUG reserve?

BMUG reserves the right to reprint an article at any time when included under the cover/banner of an issue of The BMUG Newsletter in any form (paper, electronic, or other).

BMUG reserves the right to edit all text contributed to The BMUG Newsletter for the purpose of clarity, grammar, or fact correction.

BMUG will print any text contributed by the author in a style and format of BMUG's choosing.

BMUG will print names, biographical information supplied by the author, and email addresses only, unless instructed not to by the author.

What do I need to get permission for?

The author must acquire permission and/or licensing for any material they did not create completely themselves.

The author is solely responsible and liable for infringement of copyrights and/or trademarks contained in their contribution.

Please feel free to contact BMUG for licensing assistance and options.

BMUG Newsletter Editorial Policies

BMUG Editorial Disclaimers

Printed on the copyright page of every BMUG Newsletter:

The BMUG Newsletter is published twice a year by BMUG, Inc., a 501(c)3 non-profit educational corporation.

The BMUG Newsletter Editorial Style Guide

Our mailing address is 1442A Walnut St. #62, Berkeley, CA 94709-1496. Phone (510) 549-2684.

Articles and editorial materials should be submitted to BMUG, Inc., Newsletter Article, 1442A Walnut St. #62, Berkeley, CA 94709-1496. We will not be able to return submitted materials.

Software, procedures, and other published material herein is offered "as-is" without any warranty, expressed or implied, by the publisher and authors. Use at your own risk. Publisher

The BMUG Newsletter Editorial Style Guide

and authors are not liable for any loss resulting from the use of published materials.

The BMUG Newsletter, PD-ROM, and TV-ROM are trademarks of BMUG, Inc. All software and hardware mentioned in this issue are trademarks of their respective companies.

Printed somewhere in the frontmatter of every BMUG Newsletter:

Newsletter Article Submissions

BMUG accepts newsletter article submissions throughout the year. If your submission is published you will receive a six-month membership to BMUG.

Send submissions to: BMUG Inc., Newsletter Article, 1442A Walnut St. #62, Berkeley, CA 94709-1496. Submissions can be in any common word processor format; Microsoft Word is preferred. For article guidelines see the Newsletter conference on Planet BMUG, The BMUG Boston BBS, or BMUG's forums on America Online or eWorld. Submissions should have minimal formatting; italics and bolds are fine—indents and spaces between paragraphs are not. All submissions should be made electronically (via email or disk).

IMPORTANT: *Please do not contact vendors for review copies of products as a BMUG representative or associate. If you are interested in reviewing something you do not own, please feel free to contact BMUG. Please read the following review and evaluation policy for further information.*

Review and Evaluation Policy

In order to avoid misrepresentation, manufacturers should send evaluation products **only** to: BMUG Inc., Attn: Newsletter Reviews, 1442A Walnut St. #62, Berkeley, CA 94709-1496. **No hardware or software should be mailed to any individual's address.** BMUG cannot be responsible for any products not directly sent to our office.

Please remember that we publish the Newsletter twice per year (released during the Macworld Expos in San Francisco and Boston) and that our evaluations are based on an individual's experiences with both your product and your company. You should realize that uncompensated user reviews can often be honest and harsh.

Not all products sent to us will be able to be reviewed in The BMUG Newsletter.

The BMUG Newsletter Editorial Style Guide

BMUG Choice Product Awards Disclaimers and Policies

The BMUG Choice Product Awards are chosen by the editors of The BMUG Newsletter with recommendations from random users and concerned individuals for each issue of the Newsletter.

The purpose of Choice Products is to provide general guidance to consumers. This section also provides additional product options to assist the consumer in making an informed buying decision.

Choice Products is intuition- and experience-based; it is not scientific. Any conclusions reached in Choice Products are subject to fault. BMUG Choice Products can be influenced by availability and individual biases. While BMUG's Choice Products Awards imply reliable information, the buyer must always beware. Because the marketplace is changing every day, BMUG makes no promises as to quality, availability, or consistency of the recommendations within Choice Products.

BMUG will not print any negative ("turkey") awards.

Newsletter Dedication Policy

Every issue of The BMUG Newsletter is dedicated to an outstanding BMUG volunteer. This person must have selflessly added something to BMUG that will become a permanent part of the culture of our organization.

This person cannot be employed as a staff member of BMUG while performing their selfless act.

Any individual who warrants special consideration but doesn't fit the dedication criteria should be noted under the topic of "Special Thanks."

Production Policies

BMUG encourages use of environmentally safe production methods and consumable waste reduction.

The BMUG Newsletter is printed on recycled paper with natural soy-based inks.

The BMUG Newsletter is designed to last as reference material for many years. Please feel free to return any copies to BMUG for redistribution or recycling.

EDITING CHECKLIST

In editing an article you will first be opening the file in Microsoft Word version 5, copying paragraph style tags from a supplied template file, and reading the article to understand its structure and style. Then, starting at the beginning of the article, you'll go through it paragraph by paragraph, selecting the appropriate paragraph style tags, correcting language inconsistencies, correcting typography errors, and following the subject to see if it's organized in a perceivable and thoughtful fashion.

You must be using Microsoft Word version 5 or 5.1. If you don't have Word 5, or don't know how to use the functions of the software used in the steps below, please contact me for options. Use of Word 6 is not an option.

Preparing an article for editing

O   **Duplicate to make a backup of the file.** This is important so that you can check any changes you make against the original; the backup can also help with accidents.

O   **Open the article and copy in the paragraph styles.** Do this by following the directions in the Paragraph Style Template file. You can change the fonts defined in the paragraph styles to suit your eyesight, but be sure not to change any of the names of the style tags so that we can automatically import the text into the layout.

Before starting to edit, follow these general rules:

o   **Don't make any changes you don't need to make.** This means that you should start by trusting the author and the style that he/she has chosen. We encourage authors to have their own style and personality in their writing, so you won't find any rules in this guide that inhibit unusual structure or prose. However, we do insist upon standard typography and consistent use of terms.

The BMUG Newsletter Editorial Style Guide

O   **Understand the writing before making any changes.** We recommend that you first start by reading the article and understanding its content and consistent forms before making any universal changes. It's easy to make incorrect assumptions; check all the facts first.

Editing the article

Starting at the beginning of the article:

O   **Tag paragraphs with paragraph style tags.** Be sure that you understand the article's structure. Apply the style tags one paragraph at a time. No paragraph should be left untagged (i.e., in the default "Normal" style). If the author is using his/her own style tags, replace each with those from the Paragraph Style Template. Do not use any style tag that does not appear in The BMUG Newsletter template.

For information on each paragraph style type, its proper use, and its tag, please refer to section one of this document, The Form, and any additional notes in the Paragraph Style Tag Template file.

If you need help with how to use style tags, please feel free to contact me for assistance.

As you review the article, you should be watching for the following types of problems:

O   **Paragraph structure problems.** For any paragraph elements that are in the wrong order according to the Form section of this guide, the editor should move the paragraph to the proper position. For example, a copyright notice appearing at the beginning of the document should be moved to the end of the article, and an author byline at the end should be placed after the title and subtitle, before the beginning of the body text.

O   **Incorrect figure referencing.** Figures must not be "written into" the text of the article. All figures should be referenced in the text with numbers and organized as outlined in the Figure Elements section, located in the Form section of this guide.

O   **Spelling and meaning errors.**

O   **Typographical inconsistencies and errors.**

O   **Poor style use, particularly in gender issues.**

o   **Incorrect technical facts; misconceptions.**

The BMUG Newsletter Editorial Style Guide

Universal Finding and Replacing

Feel free do the following in any particular order. These are provided as a quick reference to cleaning up simple language inconsistencies and typography errors.

O **Spell-check the document.** Feel free to do this anytime and as much as you want. Be sure to watch for terms that we have special conditions for, listed in the second section of this style guide.

O   **Remove all double returns** at the end of paragraphs, easiest using the Replace… command. There should not be any blank paragraphs. This may need to be done several times—for instance, when there are many returns in a row.

O   **Remove all double spaces**, easiest using the Replace… command. This may need to be done several times—for instance, when there are many spaces in a row. There is no instance where a double space is appropriate. At the end of each sentence there should only be one (1) space. Any time more than one space is present for a special reason, such as to space out a line to align it for a table of information, replace it with a tab.

O   **All underlining should be changed to italics**. No exceptions whatsoever. *However, if you want to highlight anything for the senior editors, underlining is surest way to catch their attention. Often, when additional notes from the author to the editor are included with an article, they should be underlined and not deleted. They will be removed during layout.*

O   **All caps**: Except in the use of a trademarked name, words made of all capitals to stress their importance or to make a point should be changed to lowercase italics or just left lowercase. If you are unsure, or if the author seems to have some weird sort of valid point in using all caps, underline it and we'll check it later.

O   **Bold words** should be changed to italics if the use of bold is to stress importance; otherwise, please change it to normal text. There is no reason for an author to use bold text.

O   **Font sizes**: Changes in font size are often used by authors to organize their writing. Be sure to understand the purpose of these styles and change them to the appropriate paragraph style tag. An author will usually change the font size of a Text Head or Subhead. If the font size is changed to stress a point made by the author, it should be changed to normal-size italics. If you are unsure, or if the author seems to have some weird sort of valid point in using a different font size, underline it and we'll check it later.

Troubleshooting Weirdness

O   Be sure to see if any information regarding any issues of

The BMUG Newsletter Editorial Style Guide

an article are covered in the main sections of this document, The Form and The Style. In other words, read the whole manual.

O   If your question isn't addressed in this style guide but you think it is a relatively simple issue, trust yourself to make the decision. Also, feel free to use *The Chicago Manual of Style, 13th Edition* and *The American Heritage Dictionary, 3rd edition* for additional assistance.

O   Feel free to underline any concerns in a document for the senior editors to figure out. If you need to add comments to

The BMUG Newsletter Editorial Style Guide

explain the issue, just use brackets around your comments; underline them as well ("[Comments]").

Finishing your editing

o **Save the document in standard Word 5 format.** You should actually be saving your changes throughout the entire process in case of "acts of God" and/or acts of stupidity.

o **You're done.** Thanks for your hard work!

Editing Checklist–Quick Reference

When you're comfortable with the editing process, feel free to use this quick reference checklist to help track your steps.

o **Duplicate to make a backup of the file.**

o **Open the article and copy in the paragraph styles.**

o **Don't make any changes you don't need to make.**

o **Understand the writing before making any changes.**

Starting at the beginning of the article:

o **Tag paragraphs with paragraph style tags.**

o **Place author info, titles, and subtitles in their proper places.**

o **Check for incorrect figure referencing.**

o **Check spelling and meaning errors.**

o **Check for typographical inconsistencies and errors.**

o **Check for poor style use, particularly in gender issues.**

o **Check for incorrect technical facts or misconceptions.**

The BMUG Newsletter Editorial Style Guide

Universal Finding and Replacing

O   **Spell-check the document.**

O   **Remove all double spaces**.

O   **Change all underlining to italics**.

O   **Change all caps to lowercase and maybe to italics.**

O   **Change bold words to normal and maybe to italics.**

O   **Remove unusual font sizes.**

Finishing your editing

O	**Save the document in a standard Word 5 format.**

O	**You're done.** **Thanks for your hard work!**

THE FORM

Paragraphs

Every structured piece of writing is made of paragraph-based elements constructed in a form that organizes its content so that the reader can easily discern the topics covered.

Every element from the title through to the copyright has a style and function that must be consistently used throughout a publication. Some elements are required for *every* article—such as the title and author byline. Others are optional, such as text heads, figures, and references.

It is the job of the editor to see that each of these elements is used in the right place and styled appropriately, while maintaining consistency with the whole publication.

The following sections describe the details of each of these elements: whether the element is optional or required; what style of language is appropriate for the element; and where an element should be placed within the article.

Also, each element type has a reference to the Word 5.x paragraph style tag that should be used when formatting the document. Please refer to the "BMUG Newsletter Paragraph Style Tag Template" data file for additional information on using paragraph style tags.

Text Elements

Article Title

Required element.

Language: The title should convey the thesis of the article. The title is not usually the subject or the form (e.g., subject: Excel 5.0, form: a software review); this is usually left for the subtitle. The title should be short—preferably more than one word and less than six. The title element should always be the first paragraph of the article.

Style: Each word of the title should be capitalized, except for prepositions and articles that are not the first word of the title.

Notes: The title should always be the first element of the article.

Example: One Cell Too Far

Paragraph Style Tag: *Article Title*

Article Subtitle

Optional element.

Language: The subtitle should convey the subject and/or the form (e.g., subject: Excel 5.0, form: a software review), which should not be part of the title element. The subtitle can also be a rewording of the title, preceded by "or."

Style: It should be short; preferably more than two words and less than ten. Each word of the subtitle should be capitalized, except for prepositions and articles that are not the first word of the subtitle.

Notes: The subtitle element should always be the line directly after the title.

Example: A Review of Excel 5.0

Paragraph Style Tag: *Article Subtitle*

Author/Editor byline

Required element.

Language: The byline is the main credit to the author or editor. It can be shared by multiple people or by an author and an editor.

Style: The byline for an author is started with the word "by," which is not capitalized, followed by the author's full name. The form of the name should represent the author's submitted choice with all initial letters used as is. Lowercase names are acceptable. Professional titles should follow the name appropriately. Courtesy titles (Mr., Ms., Esquire) should be avoided (these can be official titles, so be careful).

The byline for an editor should start with "edited by" and otherwise follow the same rules as author bylines. If used with an author's byline, the editor's byline should follow in the same paragraph on the next line using a line break (Shift-Return).

The byline should not be followed by email addresses or any other such information; that belongs in the biography near the end of the article.

Notes: The byline element should always be the line directly after the subtitle.

Example: by Joseph Smyth, Ph.D.
edited by Joan M. Stevens

Paragraph Style Tag: *Article Byline*

Introduction Text

Optional content element.

The BMUG Newsletter Editorial Style Guide

Language: An introduction is sometimes used with longer articles to explain background information or to summarize and separate the thesis. It is also occasionally used to explain unusual conventions used in the article.

Style: The introduction is separated from the article by typesetting it in a different style, usually italics.

Paragraph Style Tag: *Text Intro*

Body Text

This is the default style for the main text of the article. You'll be using this style a lot.

Paragraph Style Tag: *Text*

Text Head

Optional content element.

Language: Used to section a large article that covers distinct areas of a subject. As a general rule there should be a Text Head every five paragraphs to divide a writing into a series of clear essays.

Style: A Text Head is always set in a paragraph of its own and formatted using similar guidelines as an Article Title and Subtitle.

Paragraph Style Tag: *Text Head*

Text Subhead

Optional content element.

Language: Used to divide a large section of an article that is already sectioned by Text Heads. Text Subheads are basically Text Heads within Text Heads. They help break the monotony of a complex subject by leading off portions of the conceptual flow.

Style: A text subhead is always set in a paragraph of its own and formatted using similar guidelines as an Article Title and Subtitle.

Paragraph Style Tag: *Text Subhead*

Bulleted Text "• " (Itemized Subjects)

Optional content element.

Language: Paragraphs are preceded by a bullet (•) to indicate a series of related subjects where there is no specific order. They may have an informal order (e.g., decreasing length), but not a logical, hierarchical order for which Numbered Lists should be used.

Bulleted subjects can have multiple paragraphs, where

the additional paragraphs are set with a unique style tag (see below).

Style: The bullet (Option-8) should always be followed by a space and either a complete sentence or a sentence fragment capitalized according to the rules for title elements.

Notes: The style tags for this element are shared with Numbered Lists, Checklists, and Quoted Text.

Paragraph Style Tag: *Text •/#*

Sub-paragraph Style Tag: *Text •/# Subtext*

Numbered Lists "1. " (Step-By-Step Instructions)

Optional content element.

Language: Paragraphs preceded by numbers convey a series of subjects that have a specific order. These ordered subjects are commonly used for step-by-step instructions and lists where the exact number of items is important to the relationship of the subjects included, as in a top-ten list.

Numbered subjects can have multiple paragraphs, where the additional paragraphs are set with a unique style tag (see below).

Style: The number preceding a paragraph should always be followed by a period and a space, and either a complete sentence or a sentence fragment that is capitalized according to the rules for title elements.

Notes: The style tags for this element are shared with Bulleted Text, Checklists, and Quoted Text.

Paragraph Style Tag: *Text •/#*

Sub-paragraph Style Tag: *Text •/# Subtext*

Checklists "o "

Optional content element.

Language: Paragraphs preceded by checkboxes convey a series of subjects which must all be accounted for by the reader to accomplish a goal. These ordered subjects are commonly used for shopping lists and multiple-choice answers.

Checklists can have multiple paragraphs where the additional paragraphs are set with unique style tags (see below).

Style: The checkbox (the letter "o" in the font Zapf Dingbats, for example) should always be followed by a space and either a complete sentence or a sentence fragment that is capitalized according to the rules for title elements.

Notes: The style tags for this element are shared with Bulleted Text, Numbered Lists, and Quoted Text.

Paragraph Style Tag: *Text •/#*

Sub-paragraph Style Tag: *Text •/# Subtext*

Quoted Text (Excerpts)

Optional content element.

Language: When whole paragraphs are quoted from another source, they should be separated from the surrounding text with this style.

    If quoted text is referred to in more than one place in an article, it should be treated as an Excerpt Figure and set apart from the text, as described below in the Figure Elements section.

Style: Each paragraph of an excerpt should begin with quotation marks, but only the last paragraph of an excerpt should have closing quotes. All paragraphs are set with the list subtext style.

Notes: The style tag for this element is shared with Bulleted Text, Numbered Lists, and Checklists.

Paragraph Style Tag: *Text •/# Subtext*

Computer Monotext

Optional content element.

Language: Use this style for any type of text that needs monospaced characters (not fractional-width). Monotext is often used when displaying output from a computer terminal or text to be typed into a computer. It is also commonly used for formatting computer programming languages and tables of data.

Paragraph Style Tag: *Monotext*

References

Optional content element.

Language: A reference is a note containing additional information for which there is no appropriate place within the text. References are most often used in The BMUG Newsletter for contact information and details for a product or service. They are also used when listing details about quoted text.

Style: Formatting of reference material should follow rules described in the Style section of this guide and *The Chicago Manual of Style*.

A reference should be attached either following the paragraph it relates to (for use as a sidebar) or attached at the end of the article directly following the last paragraph of the Body Text (preceding any bibliographical, biographical, or copyright information).

For more information on the use of references in a Sidebar, please see the Miscellaneous Elements Sidebar section below.

Notes: The style tag for this element is shared with the Bibliography and Author Biography styles.

Paragraph Style Tag: *Reference*

Bibliography

Optional content element.

Language: A bibliographical element is either a reference to material used by the author or additional information for the reader to explore.

Style: Formatting of bibliographical information should follow rules described in the Style section of this guide and *The Chicago Manual of Style*.

Bibliographical references should be attached at the end of the article directly following the last paragraph of the Body Text and any other References (preceding any biographical or copyright information).

Notes: The style tag for this element is shared with References and Author Biography.

Paragraph Style Tag: *Reference*

Author Biography

Optional content element.

Language: The author of the article may choose to include a short single-paragraph biography to help the reader understand his/her point of view on the subject.

Style: The biography paragraph should start with the author's name in bold type, followed by a sentence describing the author and his/her experience related to the subject.

Biographies should be attached at the end of the article directly following the last paragraph of the Body Text and any reference material (References or Bibliographies), but preceding any Copyright information.

Notes: The style tag for this element is shared with the References and Bibliography styles.

Paragraph Style Tag: *Reference*

Copyright

Optional content element.

Language: The author of the article may choose to include a short copyright notice and usage limitation reference.

A copyright is implied whether or not the author chooses to include notification; therefore, it is not required.

For more information on usage limitations, see the Content Standards, Rights, Permissions, and Policies section of this guide.

Style: A typical copyright notice might read:

Example: © 1995 BMUG, Inc. All rights reserved.

The copyright notice should be the very last paragraph of the article. It can be followed by any notes to the editor from the author, or any notes from editor to editor.

Notes: Any legal-type information should be set with this style tag.

Paragraph Style Tag: *Fine Print*

Editorial Development Notes (Non-printing)

Optional non-content element.

Language: Any notes to the editor from the author or editors of an article not meant to be printed in The BMUG Newsletter should be moved to the very end of the document and set in this style.

Notes: Non-content text should always be underlined for easy visual recognition.

Paragraph Style Tag: *Don't Print Notes*

Figure Elements

The use of figures is strongly encouraged. Because of the visual nature of The BMUG Newsletter, we prefer almost every article to include multiple figures. Please feel free to contact us for help in creating or acquiring images for use with your articles.

Using Figures

All figures will be set apart from the text of the article, so they must not be "written into" the text because this forces them to appear in a specific position on the page.

Referencing Figures in the Text

All figures must be referenced in the text, numbered in order of their first mention in the text.

Example: The numbering of Figure 1 is previous to the numbering of Figure 2. Subsequent figures are each shown with their correct numbers as well (Figures 3 and 4).

Including Figures with the Text

The figure itself (if practical) should appear following the paragraph of first mention in a paragraph of its own, followed by its caption in a paragraph of its own.

If the figure is an external photograph or other type of element that cannot easily be placed into the article's text, then it should be placed in a folder with the file of the article named "Figure *x*" and its caption should be placed in the text of the article following the paragraph where the figure is first mentioned.

Figure Captions

Required figure element.

The BMUG Newsletter Editorial Style Guide

Language: Every figure must have a caption.

The figure caption should start with the title number of the figure as a sentence of its own, followed by a description of the figure.

The description should be in complete sentences explaining any important details within the figure.

Style: The caption should start with "**Figure *x.* **" formatted in bold as a sentence. (The italic "x" here is standard notation for a

variable; do not use italic numerals for figures in the text.) This should be followed by the description, formed in complete sentences.

Example: **Figure 1.** This is an example of a figure caption .

Notes: A figure doesn't require a description, but does require at least a reference title (i.e., "**Figure *x*.**"). In other words, "**Figure *x*.**"can be used as the entire caption, but it is usually a good idea to describe the figure.

Paragraph Style Tag:*Caption*

Tables

Optional figure element.

Language: A table is data organized into aligned columns and rows. A table should have a title; it can also have a subtitle. A table must have a descriptive caption.

Tables should be created using tabs in a word processor or created externally in a table/spreadsheet application.

Spaces should never be used to align columns on a word processing application unless the text is created by a terminal computer in a monospaced font.

Style: The title of a table will be placed above the table; it should be included in the text preceding the caption.

Notes: A table can be placed in the text of the article with a word processor, included externally from a spreadsheet application, or otherwise provided with the text of the article.

Paragraph Style Tag:A custom style tag should be created.

Excerpts

Optional figure element.

Language: An excerpt is a section of quoted text referred to in an article.

If the excerpt is referred to only once, it should be placed "in-line" in the text as a Quoted Text element, described above in the Text Elements section.

If the excerpt is referred to in more than one place in the text of the article, it should be made into a figure using the style listed here (Caption) so that it can be moved independently of the text during layout.

A quoted excerpt in this style must have a title for reference within the text and to head the figure.

The BMUG Newsletter Editorial Style Guide

Style: The excerpt should be a separate paragraph placed in the text of the article at the first instance the excerpt appears. It should be preceded by its title in its own paragraph. <u>At the second (and any subsequent) occurrence, only the reference (the excerpt's title) should appear, in-line in the text.</u>

Notes: Both the title of the excerpt and the text of the excerpt should be set with the Caption style tag.

An excerpt does not have an additional caption, because the title of the excerpt provides the content of the caption. If any further explanation of the excerpt is required, please refer to the Miscellaneous Element side article below.

Paragraph Style Tag: *Caption*

Pictures

Optional figure element.

Language: A picture is a photograph or illustration. The most common illustrations used with articles in The BMUG Newsletter are screen shots created on a Mac by pressing Command-Shift-3.

These figures can be provided "in-line" in the Body Text of the article, as external electronic files, or as hardcopy printouts or photographs.

Style: The caption of the figure should be placed appropriately in the text, and the external references should be made as explained above in Using Figures.

Notes: The BMUG Newsletter accepts all popular electronic image formats, with a slight preference for TIFF files. Please keep in mind that The BMUG Newsletter is printed in black and white, with gray-scale images preferred. Color figure references should be removed.

Screen shots should *not* be cropped down to dialog boxes or areas of reference. We will provide all cropping to maintain consistency.

Beware of visual defects caused by lossy-compression techniques like JPEG.

Graphs

Optional figure element.

Any graphs submitted to The BMUG Newsletter should be treated as figures according to all the rules of use and reference.

Style: Figures should be in finished printable form and submitted in either PICT or other standard formats.

The Caption should explain how to read the graph to understand the point of its subject.

Sidebars

Optional article element.

The BMUG Newsletter layout provides space in the margin on the outside edge of each page for various types of

parenthetical notes. These notes are called sidebar notes or simply sidebars.

Sidebar notes should only be used for references, editorials, and terms.

References

Language: Reference sidebars should only be used with long articles that refer to multiple products or services where including such reference material at the end of the article is impractical for easy matching to the text. Sidebar references may also be bibliographical.

Editorials

Language: Editorial sidebars should only be used when commenting on the background of an issue or otherwise helping the reader to understand the context of a subject. Notes on specific issues in the text should be placed in the text, enclosed in brackets.

Terms

Language: A sidebar can be used to define a term that should be common to most readers, but may confuse some readers. If the term is not easily understood by most readers, it should be defined in the text, not in a sidebar.

All Sidebars

Style: Any text to be treated as a sidebar should be written in complete sentences and set with the Sidebar style tag.

Sidebars are handled like figures—they are included on the same page during editing and separated from the text during layout.

Avoid cramming long or multiple sidebars on the same page.

Paragraph Style Tag: *Sidebar*

Side Articles

Should an author have a separate but related text that has all the elements of a complete article, it should be treated as a Side Article.

Side Articles should be included at the end of the main article following all references, copyright, and non-printing editorial notes. It should follow all the standard Form element styles as its own separate text.

The Editor-In-Chief may choose to run the articles in-line, one following the other, or side-by-side with the secondary article treated as a figure running on the outside column and sidebar of the page.

Multiple Side Articles are possible.

The BMUG Newsletter Editorial Style Guide

THE STYLE

The Language of The BMUG Newsletter

This section is provided as a guide to using terms and language in standard and consistent methods.

The first section is topical, covering conditions of use and examples. The second section is an alphabetical listing of terms in their preferred form.

For additional language style please use *The Chicago Manual of Style, 13th Edition* or *The American Heritage Dictionary, 3rd edition*.

Standard References

Referring to BMUG

In referring to the users group as a whole, use *BMUG* everywhere. Do not use *Berkeley Macintosh Users Group.* Use this only when you are explaining what the acronym BMUG stands for.

How to write BMUG   Note that the letters in *BMUG* are not followed by periods and are not separated by spaces.

Writing *users group*   Use the generic term *users group* to refer to *BMUG* as a whole. Note that it is *users* and not *user.* This term should never be capitalized or written differently, except when it appears differently in the name of a company.

Example: *BMUG is a registered users group of the User Group Connection.*

Referring to The BMUG Newsletter

In first reference to the newsletter as a whole, use *The BMUG Newsletter.* In subsequent reference, use either *Newsletter* or *The BMUG Newsletter.*

When using the full name of the Newsletter, write it exactly as follows; the full name should not be italicized:

The BMUG Newsletter Editorial Style Guide

How to write it   The BMUG Newsletter

Use the capitalized word *Newsletter* to refer to *The BMUG Newsletter* as a whole. Because it refers to a particular newsletter, in contrast to a generic reference (as in this sentence), it is a proper noun and is therefore capitalized. However, "the" is only capitalized when used in the full title.

Example: One benefit of membership to BMUG is The BMUG Newsletter. Members receive the Newsletter twice per year.

The BMUG Newsletter Editorial Style Guide

Distinctive Treatment of Words

Names and Titles

In the first mention of an individual, give the person's whole name without Mr., Mrs., or Ms.

Example: *Hans Hansen is BMUG's Publications Manager.*

In subsequent references, use the surname.

Titles Avoid using titles (i.e., Mrs., Ms., Mr., Esquire, MD, PhD, etc.) unless it's appropriate, as when referring to a doctor or physician. Only use professional titles, and avoid using courtesy titles.

Commas in a Name Use commas in a name only where appropriate.

Example: *Junior Hansen, Jr.*

Job Titles Use job titles only when they are vital to the context, such as when organizational changes are announced. When job titles are used, spell them out.

Example: *Hans Hansen is BMUG's Publications Manager.*

Addresses and Phone Numbers

Writing Addresses Within the text write addresses as follows:

BMUG Inc., 1442A Walnut St. #62, Berkeley, CA 94709

When addresses appear at the end of an article (when listing a company's address for ordering, for example), write the address as follows:

BMUG Inc.
1442A Walnut St. #62
Berkeley, CA 94709

Writing Phone Numbers Phone #'s: (XXX) XXX-XXXX

multiple phone numbers:

(800) XXX-XXXX, (408) XXX-XXXX, Tech Support (XXX) XXX-XXXX, Fax (XXX) XXX-XXXX, Data (XXX) XXX-XXXX

Abbreviating States All states should be abbreviated using the Post Office standard of two letters

Example: California=CA

Abbreviations in Addresses: Parkway—Pkwy.

Avenue—Ave.
Drive—Dr.
Highway—Hwy.
Boulevard—Blvd.
Street—St.
Corporation—Corp.
Incorporated—Inc.
Post Office Box—PO Box (note no periods)
East, West, North, South—E. W. N. S.
Northwest—N.W. etc.

The BMUG Newsletter Editorial Style Guide

Center—Ctr.
Suite A—Ste. A
Circle—Cir.
Suite 206—#206
University—Univ.
United States—USA (note no periods)

Capitalization

users group Do not capitalize *users group* when referring to BMUG.

Shareware and Freeware Capitalize any use of the words *Shareware* and *Freeware*.

Publicly Distributable   Capitalize the words *Publicly Distributable* when referring to software.

Example: *BMUG sells Publicly Distributable Shareware and Freeware.*

Board of Directors Capitalize *Board of Directors* or *Board* when referring to BMUG's Board.

am and pm Do not capitalize *am* and *pm*. Note that there are no periods in these terms.

Abbreviations

In text   In general, do not use abbreviations in text.

Job Titles   Spell out job titles in text.

Acronyms   Spell out all acronyms or abbreviations in first reference, followed by the acronym or abbreviation in parentheses. For subsequent references the abbreviation may be used. BMUG and any other company name that is generally written as an abbreviation may be used in first reference without further elaboration.

Examples: Microsoft Word 6.0 (Word 6)

         APS Technologies

OK vs. Okay Only use *OK* (note capitals and no periods) when you are referring to an option in a Macintosh dialog box. In all other circumstances, use *okay*.

Examples: *"Click OK."*
"Okay, so we'll go to the BMUG South meeting instead."

Numbers, Currencies, and Figures

First word in sentence   When a number starts a sentence, spell it out. If the sentence begins with a year or other awkward number, reconstruct the sentence:

Examples: *Forty people were hired last year.*
1992 will bring much change to Europe should be *Europe will see much change in 1992.*

Write out *one* thru ...   Write out all whole numbers (a number without a decimal) from *one* through *nine.* Any of these whole numbers followed by hundred, thousand, million, etc. should be spelled out in ordinary text.

Example: nine thousand, two billion, three hundred

Hyphenated Numbers   A number with two digits containing more than one syllable (and spoken using the combination of two numbers) is spelled out using a hyphen.

Examples: Forty-two, sixty-three, seventy-four, twenty-five

However, BMUG's convention for such hyphenated numbers, and any number with more than one digit, is to write them as figures rather than spelled-out numbers.

Example: *His hard drive crashed 23 times while trying to get the document to print.*

Between 1,000 and 10,000   If a number between one thousand and ten thousand can be expressed in terms of hundreds, that style is preferred to figures.

Example: *In response to the question, he wrote an essay of fifteen hundred words.*

Scientific Usage   In mathematical, statistical, technical, or scientific text, physical quantities such as distance, length, area, volume, pressure, and so on are expressed as figures, whether whole numbers or fractions.

In ordinary text, such quantities should be treated according to the rules governing the spelling out of numbers.

Abbreviation of units   If an abbreviation is used for the unit of measure, the quantity should always be expressed as a figure. If the unit of measurement is spelled out in the text, the general rule of whole numbers applies.

Example: *It requires 8 megs of RAM.*
It crashed eight times today.

Write out *first* thru *ninth* Write out *first* to *ninth*. Use Arabic numerals for *10* and above and *10th* and above.

Dollars and Cents   Use Arabic numerals for sums of dollars and cents, even figures below 10.

Example: *2 cents*
$4 trillion
We earned $50,000 from this deal.

Days of the Month Use numerals for days of the month when they follow the name of the month:

Example: *April 1, 1987.*
The meeting is scheduled for April 12.

Month and Year   In dates giving the month and the year but not the day, do not use a comma between the month and year:

The BMUG Newsletter Editorial Style Guide

Example: *He joined BMUG in April 1990.*

But when the day is given, a comma is used between day and year, and a comma is used after the year:

Example: *He joined BMUG on April 6, 1990, and moved in May 1991.*

The BMUG Newsletter Editorial Style Guide

Computer Command Names

Capitalization   Capitalize the word *command* when it is used to denote a keystroke. Do not capitalize *command* in any other circumstance.

Example: *the Find command*
To save your document, press Command-S.

Don't capitalize a command name when used as a normal English verb.

Example: *Choose Cut from the Edit menu.*
Now cut the selected text from your document.

Command Keys   When writing a command-key combination in the text of an article to denote a specific keystroke, capitalize the keys with names and capitalize letter keys. Each keystroke should be separated from the next by a hyphen.

Example: *To produce the propeller symbol using Word 4.0, press Control-Q in the Chicago font.*
To produce the Open Apple symbol with Word, press Control-P in the Chicago font, or Option-Shift-K while using outline style in Garamond and some other common fonts.

Exception: Use the en dash (Option-hyphen) in a combination keystroke when at least one of the components is itself two words.

Example: *Option–right bracket*
Option-X-up arrow

Another Exception: Use the en dash to separate *double-click* from other parts of a combination keystroke (but use hyphens elsewhere).

Example: *X-Shift–double-click*

Macintosh Terms

Menus, Control Panels, etc.   Refer to a control panel by its name (capitalized) and add the words control panel (lowercase). Follow the same rule for a menu or an extension. All should be lowercase when by themselves.

Example: *Views control panel, Map control panel, Memory control panel, Monitors control panel*
but: General Controls panel.
Chooser extension
Edit menu

The BMUG Newsletter Editorial Style Guide

Names of Folders   Refer to a folder by its name (capitalized) and add the word folder (lowercase).

Example: *Control Panels folder*
Applications folder
but: *System Folder*

Punctuation

Comma

In a Series   The BMUG style is to use a comma before *and* (also, *or*) in a series of three or more terms with a single conjunction:

Example: *BMUG sells books, CD-ROMs, and memberships.*

Compound Sentences   Use a comma in compound sentences before *and*, *but*, and *for*:

Example: *We completed two transactions for this company recently, and we expect to arrange a third deal soon.*

Introductory Phrases   Do not use a comma after a short introductory phrase unless it's necessary for clarity.

City and State   Use a comma before the state name when it is preceded by a city.

Dates Use a comma between the day and the year, and after the year:

Example: *He joined BMUG on April 6, 1990, and moved in May 1991.*

Do not use a comma between the month and the year when no day is given.

Numbers   Use a comma when giving quantities in thousands in text, except for years and expressions such as the *Forbes 1000*.

Names   Use commas in a name where appropriate.

Example: *Junior Hansen, Jr.*

Semicolon

Compound Sentences   The semicolon should always be used between the two parts of a compound sentence (independent, or coordinate, clauses) when they are not connected by a conjunction.

Example: *The controversial portrait was removed from the entrance hall; in its place was hung a realistic landscape.*

Transitional Adverbs   The following words are considered adverbs rather than conjunctions and should

The BMUG Newsletter Editorial Style Guide

therefore be preceded by a semicolon when used transitionally between clauses of a compound sentence:*then, however, thus, hence, indeed, accordingly, besides, therefore.*

Example: *Mildred says she intends to go to Europe this summer; however, she has made no definite plans.*

Yet* and *So In contemporary usage, clauses introduced by *yet* and *so* are preceded by a comma:

Example: *Michele was out of the office when I called, so I left a message.*

Long Clauses in Compounds If the clauses of a compound sentence are very long or are themselves subdivided by commas, a semicolon may be used between them even if they are joined by a conjunction:

Example: *Margaret, who had already decided that she would ask the question at the first opportunity, tried to catch the director's attention as he*

passed through the anteroom; but the noisy group of people accompanying the director prevented him from noticing her.

In a Series   When items in a series are long and complex or involve internal punctuation, they should be separated by semicolons for the sake of clarity:

Example: *The defendant, in an attempt to mitigate his sentence, pleaded that he had been despondent over the death of his wife; that he had lost his job under particularly humiliating circumstances; that his landlady—whom, incidentally, he had once saved from attack—had threatened to have him evicted; that he had not eaten for several days; and that he had, in this weakened condition, been unduly affected by an alcoholic beverage.*

In Quotation Marks   The semicolon should be placed outside quotation marks or parentheses. When the matter quoted ends with a semicolon, the semicolon is dropped:

Example: *Curtis assumed that everyone had read "Mr. Prokharchin"; he alluded to it several times during the discussion.*

Colon

Use   A colon is used to introduce a formal statement, an extract, or a speech in dialogue:

Example: *The rule may be stated thus: Always...*
We quote from the address: "It now seems appropriate...
Michael: The incident has already been reported.
Timothy: Then, sir, all is lost!

Introduce a List or Series A colon is commonly used to introduce a list or a series:

Example: *Binghamton's study included the three most critical areas: McBurney Point, Rockland, and Effingham.*

Use of *that is, namely, etc.*   If the list or series is introduced by such expressions as *namely, for instance, for example,* or *that is*, a colon should not be used unless the series consists of one or more grammatically complete clauses:

Example: *Binghamton's study included the three most critical areas, namely, McBurney Point, Rockland, and Effingham.*

Example: *For example: Morton had raised French poodles for many years; Gilbert disliked French poodles intensely; Gilbert and Morton seldom looked each other in the eye.*

The BMUG Newsletter Editorial Style Guide

A colon should not be used to introduce a list that is a complement or object of an element in the introductory statement:

Example: *Dr. Brandeis had requested wine, books, bricks, and mortar.*

Example: *Madame Mirceau had taken care to (1) make facsimiles of all the documents, (2) deliver them to the foreign minister's office, and (3) leave the country.*

As follows & The following   The terms *as follows* or *the following* require a colon if followed directly by the illustrating or enumerated items or if the introducing clause is incomplete without such items:

Example: *The steps are as follows: 1. Tie the string to the green pole and…*

If the introducing statement is complete, however, and is followed by other complete sentences, a period may be used:

Example: *An outline of the procedure follows. Note that care was taken to eliminate the effect of temperature variation.*

1. Identical amounts of the compound were placed…

Capitalization Afterwards If the element introduced by a colon consists of one or more complete sentences, or if it is a formal statement, quotation, or speech in dialogue, it should begin with a capital letter. Otherwise it may begin with a lowercase letter.

In Quotation Marks The colon should be placed outside quotation marks or parentheses. When matter ending with a colon is quoted, the colon is dropped.

Dashes

There are several kinds of dashes, differing from one another according to length. There are en dashes (Option-hyphen on a Mac), em dashes (Option-Shift-hyphen), and 2- and 3-em dashes. Each kind of dash has its own uses. Hyphens are not referred to as dashes.

Because 2- and 3-em dashes are not likely to be used in The BMUG Newsletter, refer to the *Chicago Manual of Style* for detailed usage information.

Em Dashes

How to write them There should be no spaces on either side of any dash in a sentence.

Wrong way: *Will he — can he — obtain the necessary signatures?*
The show is open from 10am – 6pm.

Right way: *Will he—can he—obtain the necessary signatures?*
The show is open from 10am–6pm.

Em Dashes The em dash is used to denote a sudden break in thought that causes an abrupt change in sentence structure. Often a pair of em dashes is used to set off an intermediate thought:

Example: *The chancellor—he had been awake half the night waiting in vain for a reply—came down to breakfast in an angry mood.*

Emphasis & Definitions An element added to give

emphasis or explanation by expanding a phrase occurring in the main clause may be introduced by the em dash:

Example: *He had spent several hours carefully explaining the operation—an operation that would, he hoped, put an end to the resistance.*

A defining or enumerating complementary element that is added to or inserted in a sentence may be set off by em dashes. Such an element may also, however, be enclosed in parenthesis:

Example: *It was to the so-called battered child syndrome—a diverse array of symptoms indicating repeated physical abuse of the child—that he then began to turn his attention.*

That is, namely, i.e., etc. An em dash may be used before an expression such as *that is*, *namely*, *i.e.*, *e.g.*, if the break in continuity is greater than that

signaled by a comma. If the context calls for an em dash where a comma would ordinarily separate two clauses, the comma should be omitted.

Example: *He had put the question to several of his friends, namely, Jones, Barnes, and Smith.*

Example: *The committee—that is, several of its more influential members—seemed disposed to reject the Brower Plan.*

Commas After Dashes? A comma should be used after a dash, however, to separate quoted material from the words that identify the speaker:

Example: *"I assure you, there will never be—," Sylvia began, but Mark interrupted her.*

Question Mark & Exclaimation Point When a parenthetical element set off by em dashes itself requires a question mark or an exclamation point, such punctuation may be retained before the second em dash:

Example: *All at once Cartwright—can he have been out of his mind?—shook his fist in the ambassador's face.*

When Series Comes First In sentences having several elements as referents of a pronoun that is the subject of a final, summarizing clause, the final clause should be preceded by an em dash:

Example: *Ives, Stravinsky, and Bartók—these were the composers he most admired.*

Never More Than Once To avoid confusion, do not use more than a single em dash or pair of em dashes in a sentence.

En Dashes

The en dash (Option-hyphen) is one-half the length of an em dash and is longer than a hyphen.

Principal Use The principal use of the en dash is to indicate continuing, or inclusive, numbers (dates, time, or reference numbers):

Example: *1968–72*
May–June 1967
10am–6pm
pp. 38–45
but:
from 1968 to 1972 (never from 1968–72)
from May to June 1967
between 10am and 6pm

No spaces on either side Note there are *no spaces* on either

The BMUG Newsletter Editorial Style Guide

side of the en dash.

From Year to the Present When the concluding date of an expression denoting a duration of time is in the unforeseeable future, the en dash is still used:

Example: *In Professor Lach's manum opus,* Asia in the Making of Europe *(1965–)...*

Periods Over Calendar Year   Periods or seasons extending over parts of two successive calendar years should be indicated by the use of an en dash.

Example: *winter 1970–71*
fiscal year 1958–59
362–361 B.C.

Hyphens & Compound Adj   The en dash is also used in place of a hyphen in a compound adjective one element of which consists of two words or of a hyphenated word.

Example: *New York–London flight*
post–Civil War period
quasi-public–quasi-judicial body
but: *non-English-speaking countries*

Hyphens

Compound Words

For clarity some definitions are in order.

Open Compound: a combination of words so closely associated that they constitute a single concept but are spelled as separate words

Example: *settlement house, lowest common denominator*

Hyphenated Compound: a combination of words joined by a hyphen or hyphens.

Example: *kilowatt-hour, mass-produce, ill-favored*

Solid Compound: a combination of two or more elements, originally separate words but now spelled as one word.

Example: *henhouse, typesetting, makeup, notebook*

Permanent Compound: a compound that has been accepted into the general vocabulary of English and can (or should) be found in dictionaries.

Temporary Compounds: a joining of words, or words and particles, for some specific purpose. Example: quasi-realistic, Mac-like.

Default Rule to Follow: The trend in spelling compound words has been away from the use of hyphens; that is, there seems to be a tendency to spell compounds *solid* as soon as acceptance warrants their being considered *permanent* compounds, and otherwise to spell them *open*.

When editing for BMUG, please follow this trend. In other words, if you are confused about putting a hyphen between two words and you can't decide if you should or not, leave it out.

Adj. Comps Before Noun A second helpful principle to remember is this: When a temporary compound is used as an adjective before a noun, it is often hyphenated to avoid misleading the reader.

Example: *fast-sailing ship*
free-form structure

This principle is appropriate only before the noun. If the compound adjective occurs after the noun, the relationships are usually clear, and the hyphen is not needed.

Example: *The ship was sailing fast. The sculpture on the terrace was free form.*

Word Division

Word Division

When type is set in justified lines, it is inevitable that words be divided (broken, or hyphenated) at the ends of lines. (Even in unjustified typesetting, it is desirable to break some words.)

Don't Divide Words   When editing for BMUG, please do NOT divide words to space out a line of text. Let the word processing application wrap words to the next line.

General Rules

Number + unit of measure Cardinal number + unit of measurement. Hyphenate a compound if it precedes a noun.

Example: *80-meg hard drive and 8 megs of RAM*
ten-year-old boy
but: *10 percent increase*

-book Permanent compounds with -book are solid (one word) except for a few unwieldy ones (like, reference book).

Example: *notebook, textbook, pocketbook, PowerBook*

Temporary Compounds   Temporary compounds should be spelled as two separate words.

Ex-   Compounds with *ex-,* meaning former, are hyphenated (use an en dash when the second part is an open compound).

Example: *ex-husband, ex-mayor (hyphen)*
ex–corporate executive (en dash)

Parentheses and Brackets

Parentheses or commas? Parentheses, like commas and dashes, may be used to set off amplifying, explanatory, or digressive elements. If such parenthetical elements retain a close logical relationship to the rest of the sentence, commas should be used. If the logical relationship is more remote, dashes or parentheses should be used.

Example: *BMUG's analysis (see p. 84) was more to the point. The final sample that we collected (under extremely difficult circumstances) contained an impurity.*

Parentheses–dash combo A combination of parentheses and em dashes may be used to distinguish two overlapping parenthetical elements each of which represents a decided break in sentence continuity.

Example: *The big meeting—it had already been interrupted b y three phone calls (the last bordering on*

ridiculous)—was adjourned without an agreement having been reached.

That is, namely, i.e., e.g. An expression such as *that is, namely, i.e., e.g.*, and the element it introduces may be enclosed in parentheses if the break in continuity is greater than that signaled by a comma.

Enumerations   Use parentheses to enclose numerals or letters marking divisions or enumerations run into the text.

Example: *A hyphen is used to show (a) the combination of two or more words into a single term representing a new idea; (b) the division of a word at the end of a line; (c)...*

Punctuation & Parentheses   All punctuation except terminal punctuation (periods, question marks, and exclamation points) should be dropped before a closing parenthesis.

When parentheses are used to enclose an independent sentence, the period belongs inside. If the enclosed matter is part of an including sentence, the period should be placed outside the parentheses.

No punctuation should be used before an opening parenthesis unless the parentheses are used to mark divisions or enumerations run into the text (see above Example).

Foreign words and phrases   If a definition follows a foreign word or phrase, the definition is enclosed in parentheses.

Example: *The word she used was not une poële (frying pan) but un poële (stove).*

Brackets   Brackets may be used to enclose the phonetic transcript of a word.

Example: *gegenschein [ga'-gen-shin']*

Brackets should not be used in general.

Apostrophes

Quotation Marks

Quoted words, phrases, and sentences run into the text are enclosed in double quotation marks.

Single Quotes   Single quotation marks enclose quotations within quotations.

More than one paragraph If a passage of more than one paragraph from the same source is quoted and it is not set as an excerpt, quotation marks are used at the beginning of each paragraph and at the end of the last paragraph. Do not put quotation marks at the end of any paragraph but the last one.

Quotation of a letter   A quotation of a letter carries quotation marks before the first line (usually the salutation) and after the last line (usually the signature), as well as at the beginning of each new paragraph within the letter.

Quotes from another context   Words and phrases quoted from another context are usually set in quotation marks.

Example: *The "pursuit of happiness" is an end more often*

The BMUG Newsletter Editorial Style Guide

mentioned with approbation than defined with precision.

Slang Words classified as slang or argot may be enclosed in quotation marks if they are foreign to the normal vocabulary of the speaker.

Use of "so-called" When the expression *so-called* is used with a word or phrase, implying that something is popularly or sometimes mistakenly given such-and-such a designation, the designation itself should not be enclosed in quotation marks or set in italics. *So-called* is sufficient to frame the designation.

Irony Words used in an ironic sense may be enclosed in quotation marks.

Example:

Ellipsis

The BMUG Newsletter Editorial Style Guide

STANDARDIZED ABBREVIATIONS, NAMES, & TERMS

Numbers & Symbols

286
386
486
32-bit (but: 32-Bit QuickDraw)
24-bit
256k
512k
2-D (two-dimensional)
3-D (three-dimensional)
68000
68020
68030
68040
680x0
6 (when talking about System 6 in general)
7 (when talking about System 7 in general)
7.0.1, 6.0.7, 6.0.5, 7.1 (when talking about specific features of the systems)

A

About box
active-matrix
ADB
Apple Desktop Bus (ADB)
Addison-Wesley
Adobe
aftermarket
Aldus
America Online (AOL) AOL should only be used 2nd mention after putting "(AOL)" after full term.
Apple Key (use Command key)
Apple File Exchange
Apple Menu Items
AppleLink
AppleTalk
AppleTalk Remote Access (ARA)

The BMUG Newsletter Editorial Style Guide

AppleTalk Remote Access Protocol (ARAP)
archive
Armonk
ASCII
ATM (Adobe Type Manager)
AutoCAD
A/UX (Apple Unix)

B

backlighting
backlit
Battery DA
baud
BBS
Bulletin Board System or Service (abr.. BBS)
Berkeley
bezier
BinHex
bitmap; bitmapped
BIX (BYTE information Exchange
BMUG (not Berkeley Mac User's Group, always use BMUG)
bubblejet
bug fix
BYTE

C

CAD (Computer aided drawing)
camcorder
carpal
Casady & Greene
cache (as in RAM cache)
CD-ROM
cdev (use Control Panel)
checkbox
Chooser
CIM (CompuServe Information Manager)
CIS (CompuServe)
CISC (complex instruction set computer)
Clipboard (when referring to the Mac Clipboard)
Close box
Comdex
CompuServe (CIS)
ComputerLand
Connectix
Control Panels folder
control panels
coprocessor (as in math...)
Costa (as in Steve, BMUG's Executive Director)
CPU (central processing unit)
Cupertino
cyberpunk

The BMUG Newsletter Editorial Style Guide

D

DA (desk accessory)
DB-9
daisychain
DateBook
defragment
Demoware
DesignStudio
dialog box
DIN-8

DIN-9
dingbat
disk drive (use floppy drive or hard drive instead)
DiskFit Pro
dongle
DOS (disk operating system)
dot-matrix
double-click
downloadable
dpi (dots per inch)
drag and drop (lowercase; not drag & drop)
DRAM (use RAM unless specifically differentiating from psRAM)
DriveSavers
Duo (210 or 230)
Dvorak

E

email
em dash
en dash
em space
en space
Emeryville
EPS
EPSF (use EPS file)
error-handling (n., adj.)
Ethernet
Expo (use only if previously referenced as below)
Exposition (use Macworld Expo if possible)
extension (if referring to System 6 or earlier use INIT)

F

Farallon
fax
File Sharing
filename
FirstClass
Finder (always capped)
Fkey (function key)
floptical
floppy drive (not floppy disk drive, or disk drive)
Font/DA Mover
foreground
FoxBASE

The BMUG Newsletter Editorial Style Guide

FPD (full-page display, aka portrait display)
FPU (floating point unit)
Fractal
FrameMaker
FreeHand (Aldus)
Freeware
Fremont
frontmost
ftp

G

GEnie
gigabyte
gigabytes
gray-scale
GUI (graphical user interface)

H

halftone, halftoning
hard copy (n.); hardcopy (adj.)
hard drive (not hard disk, not hard disk drive)
HD SC setup
Hewlett-Packard (HP)
Helpline (use BMUG Helpline)
HFS (hierarchical file system)
high-density
highlight
high-profile
hi-res
hypermedia
HyperCard
HyperTalk
hypertext

I

I-beam
icon
imagesetters
ImageWriter
impact printer (use dot-matrix printer)
INIT (if referring to System 7 use Extension)
inkjet
inline
interapplication
Interrupt switch (located on, aka, programmer's switch)
Internet

K

kanji
KanjiTalk

The BMUG Newsletter Editorial Style Guide

kHz (22 kHz)

L

LAN (local area network)
LaserJet
LaserWriter
Letraset

LetraStudio
line break
Linotronic (lino)
Livermore
LocalTalk
log on (v.); logon (n., adj.)
lookup (n., adj.)

M

MacInTax
macro
Macromedia
MacWEEK (Ziff-Davis)
Macworld (mag or expo)
MacUser (Ziff-Davis)
mail order (n.)
meg (megabyte, as in 40-meg; not Mb)
Memory control panel
menu bar
MessagePad
MFS (Macintosh File System)
MicroPhone (Software Venture)
Microsoft
MicroTimes
MIDI (musical instrument digital interface)
MiniCad
MNP 2,4,10
modem
monospaced
motherboard
mousepad
multiline
multimedia
multi-tasking

N

Navigator
Nisus
Newsletter (use BMUG Newsletter)
Network Extension
Novell
number-crunching

The BMUG Newsletter Editorial Style Guide

O

OCR (optical character recognition)
off-screen
online (NOT on-line)
on-screen

P

palmtop
Pantone
PC (this could mean Personal Computer or an IBM-type PC, specify)
PC Exchange
PD (stands for Public Domain OR publicly distributable… use the whole words at least the 1st time)
PDA (personal digital assistant)
PD-ROM (use BMUG PD-ROM)
PDS (Processor Direct Slot)
PenPoint
PhoneNET (Farallon)
PhotoGrade
Photoshop (Adobe)
PICT
pixel
Pleasanton
PMMU (paged memory management unit)
pop-up menu
Portable control panel
PostScript
PowerBook
Power Mac; Power Macintosh
PowerPC
PRAM (Parameter RAM)
pre-alpha
pre-press
Prepress
Print Monitor
Prodigy
pseudostatic RAM (also psRAM)
point (text size, also pt.)
public-domain
pull-down menu
pushbutton

Q

Quadra 900 or 950
QuarkXPress
QuarkXTension
QuickDraw
QuickMail
QuickTime
QWERTY

The BMUG Newsletter Editorial Style Guide

R

RAM (random access memory)
RAM disk
RasterOps
ReadMe
real-time
RenderMan
ResEdit

Reset switch (located on, aka, programmer's switch)
RISC (reduced instruction set computer)
RJ-11 (standard US phone jack)
rollout
ROM (read only memory)
RS-232
RS-422 (the serial port)
runtime

S

sad Mac
ScanJet
schmooze
Scrapbook
screen saver; screen saver module
screen shot
SCSI (small computer systems interface)
SCSI ID
SCSI-2
SCSI Disk Mode
Sculley
Seagate
SE
SE/30
Shareware
Shut Down (the menu item); shut down (v.); shutdown (n., adj.)
sidebar
SIMM (single inline memory module)
sneakernet
snailmail
SoftArc
SoftAT
SoftPC
sound bite
space bar
SpaceSaver
SPARCstation
stand-alone
startup (n., adj.); start up (v.)
startup screen (when mentioning one)
StartUpScreen (file type necessary for a file to be one)
StuffIt (Lite or Deluxe)
StyleWriter
subfolder
submenu
SuperDrive (also FDHD, also high density)
SuperMac

The BMUG Newsletter Editorial Style Guide

superstore
supertwist
SyQuest
System X.X.X (when specific system)
      6 (when talking about System 6 in general)
      7 (when talking about System 7 in general)
      7.0.1, 6.0.x, 6.0.5, 7.1, 7.5, 8.0 (when talking about
specific features of the systems)

The BMUG Newsletter Editorial Style Guide

system heap

T

tabletop
Telebit
telecom
TIFF
Timbuktu
title bar
tool bar
Toolbox
TouchBASE
trackball
Trash can; the Trash
TrueType
TV-ROM (use BMUG TV-ROM)
tweening
Type 1 (PostScript should be mentioned first instance)
Type 3 (PostScript should be mentioned first instance)

U

UG0001 (BMUG's ALink acct)
uninterruptible
upgradable
Usenet

V

VRAM (video RAM)
v.32bis
v.42bis
v.32
v.42

W

windoid
WORM (Write Once Read Many)
WYSIWYG (what you see is what you get)

The BMUG Newsletter Editorial Style Guide

X

Xmodem
XTension

Y

Ymodem

Z

Ziff-Davis
ZiffNET
ZMac (use ZiffNET)
Zmodem
zoom box

The BMUG Newsletter Editorial Style Guide