

## Menlo School Style Guide 2015-2016

1	Dates	Note: do not use superscript "th" or "st." In <b>eNotes</b> and other email communications, use: <ul style="list-style-type: none"> <li>• Thursday, Dec. 20.</li> </ul> In most documents, use the following formats: <ul style="list-style-type: none"> <li>• December 20; Thursday, December 20; June 30, 2015</li> </ul>
2	Times	Use 8:00 pm, NOT 8 pm. Include space before am or pm (no period in am and pm). For time periods, use hyphen with no spaces 8:00-8:30 pm; 11:00 am-1:00 pm.
3	Class year/Grades	Lowercase unless referring to a specific class as an entity: <ul style="list-style-type: none"> <li>• the Senior Class; the Class; Class of 2015</li> </ul> BUT <ul style="list-style-type: none"> <li>• freshman float; freshman parents; sophomores should go..., etc.</li> </ul>
4	Phone numbers	Use the following format: 650.330.2000 For extensions: in formal, printed publications, spell out "extension." In internal documents or email and letters, use "ext." NEVER "x".
5	website, webpage; online; email	NOT web site, web page NOT on-line NOT e-mail, E-mail, eMail, Email (except as first word)
6	Martin Family Hall, Spieker Ballroom Campus Store	NOT Martin Lecture Hall, Martin Hall NOT Stent Ballroom. You can say Spieker Ballroom in Stent Hall. NOT book store or Bookstore
7	MSPA Upper School MSPA Middle School	Avoid US/MS acronym; NOT MS-MSPA or MSPA-US. Use "Menlo School Parent Association (MSPA)" in the first reference to get people used to the acronym.
8	Departments and titles	Capitalize department names when referred to as a department: <ul style="list-style-type: none"> <li>• Science; Student Life; Athletics.</li> </ul> Capitalize school titles: <ul style="list-style-type: none"> <li>• Head of School Than Healy; Committee Chair Sue Jones; Than Healy, the Head of School; go see the Department Chair</li> </ul>
9	Comma in a series (Oxford comma); ONE Space after a period and ONE after a colon	Use the Oxford (serial) comma: e.g. He teaches math, science, and physics. She plays tennis, soccer, and basketball. NOT two spaces after a period or colon, NO spaces on either side of an em-dash.
10	Do NOT use "click here"	Spam filters tend to find this. Use "sign up here" or "see xxx for more".