

# Menlo School Quick Style Guide 2021-2022

1	Dates	<p>Note: do not use superscript "th" or "st."</p> <p>In <b>eNotes</b> and other email communications, use:</p> <ul style="list-style-type: none"> <li>Thursday, Dec. 20.</li> </ul> <p>(Month abbreviations follow Chicago/MLA style so: Jan. Feb. Mar. Apr. May, June, July, Aug. Sept. Oct. Nov. Dec.)</p> <p>In most documents, use the following formats:</p> <ul style="list-style-type: none"> <li>December 20; Thursday, December 20; June 30, 2015</li> </ul>
2	Times	<p>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.</p>
3	Class year/Grades	<p>Lowercase unless referring to a specific class as an entity:</p> <ul style="list-style-type: none"> <li>the Senior Class; the Class; 11th Grade, Class of 2021</li> </ul> <p>BUT</p> <ul style="list-style-type: none"> <li>freshman float; freshman parents; sophomores should go..., etc.</li> </ul>
4	Phone numbers	<p>Use the following format: 650.330.2000</p> <p>For extensions: in formal, printed publications, spell out "extension."</p> <p>In internal documents or email and letters, use "ext." NEVER "x".</p>
5	website, webpage; online; email	<p>NOT web site, web page</p> <p>NOT on-line</p> <p>NOT e-mail, E-mail, eMail, Email (except as first word)</p>
6	Martin Family Hall Spieker Ballroom Spieker Center or Spieker Center for the Arts Campus Store Library MMR	<p>NOT Martin Lecture Hall, Martin Hall</p> <p>NOT Stent Ballroom. You can say Spieker Ballroom in Stent Family Hall.</p> <p>NOT PAC or Spieker Performing Arts Center, or SCA</p> <p>NOT book store or Bookstore</p> <p>NOT just MMR</p>
7	MSPA Upper School MSPA Middle School	<p>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.</p>
8	Departments and titles	<p>Capitalize department names when referred to as a department:</p> <ul style="list-style-type: none"> <li>Science; Student Life; Athletics.</li> </ul> <p>Capitalize school titles:</p> <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	<p>Use the Oxford (serial) comma: e.g. He teaches math, science, and physics. She plays tennis, soccer, and basketball.</p> <p>NOT two spaces after a period or colon, NO spaces on either side of an em-dash.</p>
10	Do NOT use "click here"	<p>Spam filters tend to find this. Use "sign up [here]" or "see [link] for more".</p>
11	Miscellaneous:	<p>noun/adj: kickoff, checkout; verb: kick off, check out</p>