AP Style Quick Reference Guide

Addresses (Page 6)
- Use the abbreviations "Ave.," "Blvd.," and "St." only with a numbered address: "1600 Reynard St."
- Spell these words out when used without a number: "Reynard Street"
- These three terms are the ONLY ones that can be abbreviated. Related terms such as "alley," "drive," "road" and "terrace" must always be spelled out.
- Always use numerical figures for an address number. "9 Foxlair Drive"
- Spell out and capitalize First through Ninth when referring to a street name: "First Street," "10th Avenue"

Composition Titles (Pages 55 – 56)
- For book titles, computer games, movies, operas, poems, etc, capitalize all the principal words (including prepositions and conjunctions of four or more letters), as well as the first and last words.
- Put quotation marks around all such titles except the Bible and books that are catalogues of reference material (almanacs, dictionaries, encyclopedias, etc).
- Do not put quotation marks around software titles such as Microsoft Word or WordPerfect.

Dates (Page 68)
- Always use numerical figures, without "st," "nd," "rd," or "th."

Days of the Week (Page 69)
- Days of the week should be capitalized and not abbreviated.

Datelines (Pages 66–68)
- Datelines on stories should contain a city name, entirely in CAPITAL LETTERS, followed in most cases by the name of the state, county or territory where the city is located: "KANSAS CITY, Kan."
- Prominent US and international cities can stand alone in datelines without a state or country listed. Consult the AP Stylebook for these cities.

Dimensions (Page 73)
- Use figures and spell out "inches," "feet," "yards," etc. "The car is 17 feet long and 6 feet wide."

Fractions (Page 100)
- Spell out amounts less than 1 in stories, using hyphens between the words: "two-thirds"
- Use figures for precise amounts larger than 1, converting to decimals when practical.

Here (Page 113)
- This word is frequently redundant and tells the reader little. If it is necessary to refer to the location where the story is originating from, use the actual name of the location.

Monetary Units (Pages 43 and 76)
- Spell out the word “cents” in lowercase and use numerals for amounts less than a dollar: 12 cents
- Use the $ sign and decimal system for larger amounts: "$1,000."
- For dollars, use numerical amounts and the $ sign except in casual references. In these cases, the word should be spelled in lowercase: "The book cost $4."
- For amounts exceeding $1 million, use the $ sign and numerals up to two decimal places: "It is worth $4.45 million"
NOTE: This handout is intended as a supplement to the most recent edition of the AP Stylebook. It is not meant to replace it.