

# The Associated Press Stylebook: Entries to Know

**NOTE:** Purchase the 55<sup>th</sup> Edition (2020-2022) of the AP STYLEBOOK AT [APSTYLEBOOK.COM](http://APSTYLEBOOK.COM).

**In addition to the STYLEBOOK entries below, you should be knowledgeable of the PUNCTUATION chapter in the AP Stylebook.**

## A

Abbreviations and acronyms  
Academic degrees  
Academic departments  
Academic titles  
Accept/except  
Addresses  
Adult  
Adverse/averse  
Adviser  
Affect/effect  
African American  
Ages  
All right  
Alumnus/alumni/alumna/alumnae  
Among/between  
a.m./p.m.  
Animals  
Annual  
Anti-  
Apostrophe (See *Punctuation* section.)  
App  
Arabic numerals  
Army  
Associated Press  
Association

## B

Bachelor of Arts/Bachelor of Science  
Because/since  
Blog  
Boy, girl  
Brand names  
Byte

## C

Capitalization  
Capitol  
Cellphone  
Citizen/resident/subject/national/native  
City council  
Collective nouns

Committee  
Company/companies  
Company names  
Complement/compliment  
Complementary/complimentary  
Composition titles  
Congress  
Contractions  
Coronaviruses (COVID-19)  
Corporation  
County  
Courtesy titles

## D

Dangling modifiers  
Datelines  
Dates  
Days of the week  
Day to day/day-to-day  
Decades  
Decimal units  
Department (esp. Department of Agriculture)  
Dimensions  
Directions and regions  
Disk, disc  
Distances  
Doctor  
Dollars  
Domain names  
Door to door, door-to-door  
-down

## E

Earth  
E-book  
E. coli  
Ecology  
Either/or, neither/nor  
Elderly  
Email  
Ensure, insure, assure  
Essential clauses/nonessential clauses  
Essential phrases/nonessential phrases  
Ethanol  
Events  
Every day, everyday  
Ex-

Eye to eye, eye-to-eye

## F

Facebook  
Family names  
Farther/further  
Federal  
Female  
Fewer, less  
Florida  
Food  
Foot  
Fractions  
Full-  
Fundraising

## G

Geographic names  
Girl  
Global warming  
Google  
Governmental bodies  
Governor  
Grade, grader  
Graduate

## H

Half-  
Hands-off/hands off  
Hand to hand, etc.  
Happy holidays, merry Christmas  
Hashtag  
Highway designations  
Hispanic  
Historical periods and events  
Holidays and holy days  
Homicide, murder, manslaughter  
Hurricane  
Husband, wife

## I

Illegal  
-in  
In-  
Inch  
Incorporated

Initials  
Instagram  
Internet  
Intra-  
iPad  
iPhone  
iPod  
Italics  
It's/its

**J**  
Jail  
Jargon  
JPEG, JPG  
Judge  
Junior, senior

**K**

**L**  
Lay, lie  
Legislative bodies  
Legislative titles  
Legislature  
Like, as  
-ly

**M**  
Mad cow disease  
Manager  
Man, mankind  
Master of Arts/Science  
Medfly  
Media  
Midwest region  
Miles per gallon  
Miles per hour  
Military titles  
Millions, billions, trillions  
Months

**N**  
Names  
National FFA Organization  
No.  
Northeast region  
Numerals

**O**  
Off of  
Off-, -off

OK, OK'd, OK'ing, OKs  
Oral, verbal, written  
Organizations/institutions

**P**  
Part time/part-time  
People/persons  
Percent, percentage, percentage points  
-person  
Ph.D., Ph.D.s  
Planets  
Plants  
Plurals  
p.m./a.m.  
Political parties and philosophies  
Possessives  
President  
Principal/principle  
Prison/jail  
Punctuation (See *Punctuation* section.)

**Q**  
Quotation marks (See *Punctuation* section.)  
Quotations in the news

**R**  
Reference works  
Religious titles  
Retweet  
Roman numerals

**S**  
Second reference  
Secretary  
Selfie  
Sentences  
Shall, will  
Should, would  
Side by side, side-by-side  
Smartphone  
Snapchat  
South  
Speeds  
Spelling  
State  
State names  
STEM

**T**  
Teen, teenager, teenage  
Telephone numbers

Television program titles  
Temperatures  
That (conjunction)  
That, which (pronouns)  
Time element  
Time of day  
Times  
Time sequences  
Titles  
Today, tonight  
Tomorrow  
T-shirt  
TV  
Tweet  
Twitter

**U**  
United States  
URL  
U.S.  
USA

**V**  
Verbs  
Verses  
Versus  
Vice  
Vice president  
Voicemail

**W**  
Web  
Website  
Weights  
West, Western, west, western  
Who's, whose  
Who, whom  
Wide-  
-wide  
Woman, women

**XYZ**  
Years  
Yesterday  
Youth  
YouTube  
ZIP code