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Essential AP Stylebook Entries

Back when I started journalism school, learning AP style was one of the first topics I tackled during my freshman year. After all, AP style is an essential part of any journalist's life. But digesting that huge stylebook was very overwhelming. So one of my journalism instructors made it a bit more manageable.

To help me and my fellow classmates master AP style, our instructor provided a list of essential entries in the *Associated Press Stylebook*. Because we would frequently refer to these entries, she suggested that we highlight them in our stylebooks. And wouldn't you know it...she was right!

The following entries from the *AP Stylebook* are some of the most frequently used and are commonly found in nearly every publication, no matter the industry or the topic. So whether you're just starting to learn AP style or you're a seasoned veteran, learning these essential *AP Stylebook* entries surely will help you become proficient in AP style.

A

- abbreviations and acronyms
- academic degrees
- academic departments
- academic titles
- addresses
- ages
- a.m., p.m.
- among, between
- anti-
- opposition
- Arabic numerals

B

- boy
- brand names

C

- capital
- capitol
- chairman, chairwoman
- chief
- cities and towns
- collective nouns
- college
- colloquialisms
- committee
- company, companies
- company names
- composition titles
- corporation
- county
- couple
- courtesy titles

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D

datelines
dates
days of the week
decades
decimal units
dimensions
directions and regions
doctor
dollars

E

earth
email
essential phrases, nonessential phrases

F

farther, further
fractions

G

geographic names
girl

I

infant
initials
Internet section
intra-

J

junior, senior

K

kids

L

lady
last
legislative titles
legislature



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M

man, mankind
master of arts, master of science
M.D.
media
middle initials
midnight
miles per hour
military titles
millions, billions
months
Mr., Mrs.
Ms.

N

names
nationalities and races
nicknames
none
numerals

O

obscenities, profanities, vulgarities
on
over

P

people, persons
percent
percentages
Ph.D., Ph.D.s
plurals
p.m., a.m.
possessives
presently
president
professor

Q

quotations in the news

R

ranges
ratios
recipes
reference works
religious titles
Rev.
Roman numerals



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S

saint
seasons
second reference
slang
spelling
spouse
state
state names

T

telephone numbers
temperatures
that (conjunction)
time element
time of day
titles
today, tonight
tomorrow
tonight

U

unique

V

vice president

W

which
women
word selection

X, Y, Z

years
yesterday
youth
ZIP Code

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