



Writing Style Guide Text

Lakeland Community College specific terms with references from *The Associated Press Stylebook and Libel Manual*

abbreviations and acronyms

In general, it is best to avoid them. Do not use abbreviations or acronyms, which the reader would not quickly recognize. As a general principle, spell out names on first reference: *National Junior College Athletic Association*. An abbreviation can be used on second reference: *NJCAA*. Add an **s** to form the plural form of an abbreviation or acronym but do not add an apostrophe.

In casual conversation, LCC has been used, but in communications outside, never abbreviate Lakeland Community College.

abbreviations with states, dates and time

States: spell out the names of states when they stand alone in the text. Eight states are never abbreviated: Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas and Utah.

Memory Aid: spell out the names of the two states that are not part of the contiguous United States and the states that have five letters or fewer.

Dates:

- Days - Capitalize days of the week. Do not abbreviate unless spacing is an issue. Lakeland accepts days abbreviated in the following manner:
 - Mon., Tue., Wed., Thur., Fri., Sat., Sun.
 - When used in tabular format: Sun, Mon, Tue, Wed, Thu, Fri, Sat. Use three letters to abbreviate and do not use periods.
- Dates - Always use Arabic figures without st, nd, rd or th: *Oct. 23, 2016*; *May 17, 2016*.
- Months - Capitalize the name of months in all uses.
 - When a month is used with a specific date, abbreviate only Jan., Feb., Aug., Sept., Oct., Nov. and Dec. The months of March, April, May, June and July are spelled out.
 - Spell out the month when using it alone or with a year or date alone, and no comma is used between them: *January 1972* or *May 8*.
 - If used in a tabular format, months can be abbreviated, without use of periods, in the following manner: Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, and Dec.



- Years - Use figures, without commas: 1975. Use an **s** without an apostrophe to indicate spans of decades or centuries: *the 1890s, the 1800s, the 90s*. Years in numeric form are allowed to be used at the start of a sentence: *1976 was a very good year*.
- Century - Lower case, spelling out numbers less than 10: *the first century, the 20th century*.

Time:

Use A.D., B.C., EST (Eastern Standard Time), EDT (Eastern Daylight Time), CST (Central Standard Time), PST (Pacific Standard Time).

For the time of day, use a.m. and p.m. Do not capitalize. Lakeland's format for time is:

- Number to another number, no spaces around the dash: *5-7 p.m.*
- Number to a word, spaces around the dash: *8 a.m. – 5 p.m.*

academic degrees

Accepted degree titles:

- associate degree – general reference, no possessive
- Associate of Arts, Associate of Science, Associate of Applied Science, Associate of Applied Business, Associate of Technical Studies
- A.A., A.S., A.A.S., A.A.B., A.T.S. – note no spaces between the initials
- bachelor's degree – general reference, lowercase
- Bachelor of Arts – specific degree, uppercase
- baccalaureate degree
- B.A. or B.S.
- master's degree – general reference, lowercase
- Master of Arts or Master of Science – specific degree, uppercase
- M.A. or M.S.
- doctorate
- Ph.D.

In sentences: The preferred form is to avoid abbreviation and use instead a phrase such as: *Sue Smith, who has a doctorate in psychology*; not *Sue Smith, Ph.D.* Write out names of degrees, such as: *John holds an Associate of Arts degree in music*; not *John holds an A.A.*

Capitalize Associate of Arts, Bachelor of Science, Master of Arts, etc., but do not capitalize the area of specialty such as music, biology, journalism, etc. unless the specialty is a language (English, Spanish, French, etc.)

Use such abbreviations as A.A., A.S., A.A.B., A.A.S., B.A., S.S., M.A., M.S., and Ph.D. only if the need to identify many individuals by degree on first reference would make the preferred form cumbersome. Use these abbreviations only after a full name, never after just a last name.

Do not precede a name with a courtesy title for an academic degree and follow it with the abbreviation for the degree in the same reference - Wrong: *Dr. Pam Jones, Ph.D.*; Correct: *Pam Jones, Ph.D.* or *Dr. Pam Jones*. Set the abbreviation off by commas:



James Smith, Ph.D. If the specific degree is not being identified, use bachelor's degree, master's degree, or doctorate in lowercase form.

academic departments

Use lowercase except for words that are proper nouns or adjectives: *the department of chemistry, the marketing department, the English department*. If an abbreviation is universally recognized for a department, it may be used on second reference: *I.S. for information systems*. Capitalize only when referring to a department office or center as part of the formal title with the word "Lakeland's" in front of the name: *Lakeland's Learning Center, Lakeland's Career Services Center, Lakeland's Women's Center*.

Areas of the college that exist as a standalone entity and/or serve outside the realm of day-to-day operations are capitalized: *Nonprofit and Public Service Center, Holden University Center, Center for Business and Industry*.

academic divisions, boards, trustees

Capitalize the names of major subdivisions: *the Arts and Sciences Division of Lakeland Community College*. Capitalize Lakeland's boards: *the Board of Trustees of Lakeland Community College or the Board of Directors of the Lakeland Foundation*.

academic, nonacademic titles

In a sentence, titles are not capitalized unless they begin the sentence. For example: *Professor John Smith wrote the textbook*. Or *The textbook was written by professor John Smith*. Or *The textbook was written by John Smith, professor of history*. Lowercase and spell out the title when not used with an individual's name: *The dean provided a list of students*. *The professor will grade the exam*.

Titles that serve primarily as occupational descriptions should not be capitalized: *astronaut John Glenn, movie star John Wayne, peanut farmer Jimmy Carter, union chief Sue Smith*.

addresses

Use abbreviations Ave., Blvd. and St. only with numbered addresses: *1600 Pennsylvania Ave*. Spell out and capitalize when part of a formal street name without a number: *Pennsylvania Avenue*. Lowercase and spell out when used alone or with more than one street: *Lincoln and Phillips avenues*.

Other street names like alley, drive, road, terrace, etc. are always spelled out. Capitalize them when part of a formal name without a number: *Abbey Road*. Lowercase them when used alone.

Spell out and capitalize First through Ninth when used as street names. Higher numbers are used as figures: *2735 21st St*.

For addresses with compass points:

- 222 E. 42nd St.
- 562 W. 43rd St.
- 600 K St. NW (quadrant – no periods)
- East 42nd Street (no house number)



- West 43rd Street (no house number)
- K Street Northwest (no house number)

For post office box numbers, use periods in the abbreviation: *P.O. Box* (no space between P.O.).

administration

Lowercase: *the administration, the president's administration, the governor's administration.*

ages

Always use figures. When the context does not require *years* or *years old*, the figure is presumed to be years. Ages expressed as adjectives before a noun or as substitutes for a noun use hyphens.

Examples: *A 20-year-old student, but the student is 20 years old. The student, 19, has a brother. The student is in his 20s* (no apostrophe).

alumni, alumnus, alumnae, alumna

Use *alumnus* (*alumni* in the plural) when referring to a man who has attended a school. Use *alumna* (*alumnae* in the plural) for similar references to a woman. Use *alumni* when referring to a group of men and women.

When referring to *Lakeland alumni*, on first or second reference, follow the person's name with the year graduated: *Sue Smith, '92.*

ampersand &

Use the ampersand when part of a company's formal name, a composition title or some accepted abbreviations, examples: *Proctor & Gamble, B&B or R&B.* Do not use an ampersand in place of the word *and* in a title or sentence.

annual

An event cannot be described as *annual* until it has been held in at least two successive years. Do not use the term *first annual*. Instead, note that sponsors plan to hold an event annually.

app

Short for application. App is acceptable on first reference.

art gallery

The formal title of the art gallery is *The Gallery at Lakeland.*

assistant, associate

Do not abbreviate. Capitalize only when part of a formal title before a name. A formal title is one that denotes a scope of authority, professional activity or academic accomplishment, such as *Assistant Professor John Smith*, not an occupational description, such as *movie star John Wayne.*

associations/ committees

Do not abbreviate. Capitalize as part of a full proper name: *Planning Advisory Committee, Lakeland Faculty Association, Lakeland Staff Association, Excellence in Teaching Committee*, but lowercase second references: *the staff association, the committee.*



at large

Usually two words (except for ambassadors), as in *council member at large*.

biennial

Means every two years. For twice a year, use *semiyearly* or *twice yearly*.

bimonthly

Means every other month. For twice a month, use *semimonthly* or *twice monthly*.

biweekly

Means every other week. For twice a week, use *semiweekly* or *twice weekly*.

blog

Website with commentaries, photos or videos. Lowercase unless starting a sentence. An update is a blog entry or blog post. For blog names, use the name as spelled by the writer, capitalizing the first letter and other main words. Do not enclose in quotations unless it's an unusual spelling that might be unclear.

board of directors, board of trustees

Lakeland policy is to capitalize Board of Directors and Board of Trustees.

buildings / campus locations

Buildings are named with a letter, followed by a hyphen and the word building, such as: H-Building, C-Building or A-Building.

bullets

Bullets should normally be brief points, but if they need to be lengthy, it is best to format them as full sentences with periods at the end of each. The first word of each bullet should be capitalized. If order does not matter, they should be listed alphabetically.

It is best to format each bullet in the same manner – either brief points or full sentences. AP requires periods at the end of all bullets if they are full sentences or brief points. If a full sentence is used as a lead-in statement (introductory stem) before the bulleted list, use a colon at the end of it. If the lead-in statement (introductory stem) is a sentence fragment, no colon is needed.

If the bullets complete the introductory stem, they should be capitalized and end with periods.

There are many good reasons to visit the doctor for a physical:

- *To can get your blood pressure checked.*
- *To discuss health concerns.*
- *To keep current on your vaccinations.*

Do not use commas, semicolons or conjunctions at the end of bulleted lists.



cabinet

Capitalize references to a specific body of advisers heading executive departments for a president, king, governor, etc. This will distinguish the word from the normal use of cabinet, referring to a cupboard.

chairman, chairwoman

Capitalize as a formal title before or after a specific name: *committee Chairwoman Jane Smith, Jane Smith Chairwoman of the Arts Committee.*

Do not capitalize as a casual, temporary position: *meeting chairman Joe Smith.* Do not use chairperson unless it is an organization's formal title for an office.

committee

Capitalize when part of a formal name: *the Diversity Committee.* In written materials, AP prefers committee names not be abbreviated. If a subcommittee does not have its own proper name, it is written in lowercase: *The AQIP subcommittee met Tuesday.*

composition titles

Applies to books, computer game titles, (but not software titles) movies, operas, plays, poems, songs, television programs, episodes of television programs, lectures, speeches and works of art. Capitalize the principal words, including prepositions and conjunctions of four or more letters.

- Capitalize an article- *the, a, an* – or words of fewer of four letters if it is the first word or last word in a title.
- Put quotation marks around the titles. HOWEVER, descriptive titles for orchestral works are not put in quotation marks: *Bach's Suite No. 1, Beethoven's Fifth.*
- Do not place quotation marks around the Bible and books that are catalogs or reference materials like almanacs, directories, encyclopedias and handbooks (including The Associated Press Style Guide).
- Translate foreign titles to English unless the work is known to the American public by the foreign name.

course titles

Lowercase course titles that refer to the subject only and do not include proper nouns: *a course in history, algebra homework.* Capitalize English, Spanish and other proper names of languages. Capitalize course titles when the title refers to the subject only and is used with a numeral: *History 101.* Use italics and capitalize the principal words, including prepositions and conjunctions of four or more letters, when the course title contains words in addition to the subject and is used in text: *The student is required to take Principles of Marketing. BUS 130 - Introduction to Business is offered in the evening.*

dashes

As noted in the above time section, Lakeland's format for time is:

- Number to another number, no spaces around the dash. *The event is 5-7 p.m.*
- Number to a word, spaces around the dash. *The event runs 8 a.m. – 5 p.m.*

database

One word, no hyphen.



database address entries for mailings

In excel files for use in the automated mailing system; do not abbreviate the official name of the street or city. Write out in full names like: *State Route 306, Saint Lawrence Blvd, East Cleveland, South Euclid, Fairport Harbor, Mentor-on-the-Lake, Concord Township, Willoughby Hills.*

Street designations can be abbreviated like: *Lake Shore Blvd, Mentor Ave, Tioga Trl, Ridge Rd.* Numbered streets need to be listed as numerals such as: *East 324th St, West 121st St, East 222nd St.*

Note that the system does not need periods after street/road designations: *Rd, St, Blvd, Ave, Dr,* for example. Limit ZIP codes to the standard five digits.

day, evening courses

A course is considered as a daytime course if it is scheduled before 4 p.m. Evening courses take place after 4 p.m.

daylight saving time

Not saving's. A federal law specifies that daylight time applies from 2 a.m. on the second Sunday in March until 2 a.m. on the first Sunday of November.

dean's list

Lowercase in all uses: *He is on the dean's list.*

decades

Arabic figures to indicate decades of history. There is no apostrophe in plural use, such as: *the 1890s, the mid-1030s.* Use an apostrophe only to indicate numbers are left out, such as *the '90s, the Gay '90s.*

departments- other

Use lowercase for internal elements of an organization when they have names that are widely used generic terms: *the accounting department.* Capitalize when the department when used as a title on a brochure or program guide and add Lakeland's to the front of the department title: *Lakeland's Learning Center.*

department chair

As part of a formal department title use *chair* and capitalize before a name: *The speaker will be history Chair Jill James.* *Chairman* or *chairwoman* should be used for all other formal titles.

directions

In general, lowercase *north, south, northeast, northern, etc.,* when they indicate compass directions. Capitalize them when they designate regions: *The Northeast depends on the Midwest for its food supply.*

Other examples:

- *Northeast Ohio*
- *East Coast*
- *Western states*
- *Southerner*



divisions

Capitalize the names of major divisions: *the Arts and Sciences Division of Lakeland Community College*

Dr. Wayne L. Rodehorst Performing Arts Center

The official name of the theater in Building D. The title refers to the theater only. The lobby and art gallery do not fall under this title. On second reference: the Rodehorst Performing Arts Center.

email

One word, no hyphen.

emeritus

This honor is added to denote those individuals who have retired will retain their rank or title. It is capped before the name and lowercase after: *Professor Emeritus John Smith* or *John Smith, professor emeritus of English*.

e-books on an e-reader

Electronic books sold digitally on devices such as a Kindle or a Nook, or an e-reader app on a smartphone, tablet or PC.

Facebook

Formal name, capitalized. Social networking site where friends and/or fans are the participants, and the messages are called posts.

flier/flyer

Flyer is the preferred term for a person flying an aircraft and for handbills (like those created at Lakeland to promote academics or events). Flier is used in a phrase like *take a flier*, meaning to take a risk.

full-time, part-time students

Full-time students are enrolled for 12 or more credit hours per term and part-time students are enrolled for less than 12 credit hours per term.

fundraiser

One word, no hyphen.

FAFSA

Free Application for Federal Student Aid. Capitalize with no periods between the letters.

FTE

Refers to full-time equivalent. The FTE student count is the total number of credit hours taken per term divided by 15 (45 for summer term). This formula is set by the Ohio Board of Regents.

generations

Baby Boomers represent those born between 1946 and 1964. Generation X (also called Gen X or Gen Xers) follows and normally refers to those born between 1965 and 1977. Generation Y usually refers to those born between 1977 and 1995. They can also be



called Millennials, which refers to those born between 1981 and 1996. Generation Z usually refers to those born between 1997-2012.

GI, GIs

Believed to originate from government issue. It is capped with no periods. The use of the word soldier is preferred in sentences.

GIF

Acronym for Graphics Interchange Format. It is listed in capital letters, but lowercased in file names.

Google

Formal name, capitalized. Internet search engine and advertising network. Google, Googling or Googled are used informally as verbs for searching the internet.

graduation honors

Honors are lowercase. GPA requirements at Lakeland are as follows:

- summa cum laude is 3.90 – 4.0.
- magna cum laude is 3.75 – 3.89.
- cum laude is 3.50 – 3.74.

hashtag

Lowercase the word. The symbol # is used in social networks to draw attention to the subject that is being discussed, and so that it can be indexed and accessed by others.

honorary degrees

Specify that the degree was honorary and do not use Dr. before the name of an individual whose only doctorate degree was honorary.

headlines

The first word and proper nouns are capitalized. If there is a colon in the headline, then the first word after it is uppercase. Use numerals for all numbers except in casual use, as in "hundreds" instead of 100s. Use single quotes for quotations marks. Opinion pieces should be labeled with "Analysis:" then place the rest of the headline. Spell out locators but do not use periods in the abbreviations for states that have two capital letters: *NC, SD, NJ*. Other states have periods: *Conn., Ga., Ky*.

health care

Health care is two words at Lakeland.

internet

A decentralized, worldwide network of computer that can communicate with each other. Formerly capped, it is now to be written in lowercase form.

job titles – Lakeland academic

Capitalize the title whether it goes before or after the name.

JPEG, JPG

Acronym for Joint Photographic Experts Group. It is listed in capital letters.



junior/senior

As part of a person's name, abbreviate after the name and do not set off by a comma:
Steven R. Jones Jr.

Lakeland Civic Theatre

Formal title of the theater program at Lakeland.

LGBT, LGBTQ

Acceptable in all references for lesbian, gay, bisexual and transgender, or lesbian, gay, bisexual, transgender and questioning and/or queer. The word queer can be considered a slur, so limit its use to quotes or the names of organizations.

LinkedIn

Formal name, capitalized. Social network for businesses and professionals to share news, network and display credentials.

intranet

Lakeland's intranet is called myLakeland.

library

Only is capitalized as a formal noun: The Lakeland Library. Otherwise, lowercase the word.

lectures

Capitalize and use quotation marks for their formal titles.

majors - academic

Do not capitalize the title of a major unless it is a proper noun: *John is majoring in English. Sue has an Associate of Applied Business in accounting.* Programs should also be lowercase: *Sue is in the nursing program.*

nationalities and races

Capitalize the proper names: *Arab, African, American, Caucasian, Chinese, Eskimo, Japanese, Jewish, Sioux, etc.*

noncredit

One word, no hyphen.

nonprofit

One word, no hyphen.

numerals

- In most cases, spell out whole numbers one through nine; use figures for 10 and above.
- Use figures for:
 - A unit of measure - height, length, width, ranks, ratios, sequences, scores, temperatures: *7.2 magnitude earthquake, 8 degrees, He walked 3 miles, 5 cents, a 9-1 long shot, Rooms 3 and 4, Chapter 2.*
 - Millions, billions or trillions: *2 million.*



- Times – figures for time of day except noon and midnight: *3 p.m., 10 a.m., 5 o'clock, 30 minutes.*
- Weights - *The baby weighed 8 pounds, 7 ounces.*
- Court decisions, court or political districts, highways (*a 5-4 decision, Ward 9, U.S. Highway 1*).
- Ages – use hyphens for ages expressed as adjectives before a noun or as substitutes for a noun: *a 6-year-old girl, an 8-year-old law.* But do not use hyphens after the noun: *The boy is 5 years old.*
- Years – when plural, use a lowercase "s" without an apostrophe: *The woman is in her 30s. The 1890s were a time of industrial advancement.*
- Mathematics – for instructions or explanations: *Multiply by 4, divide by 6. He added 2 and 2 but got 5.*
- Spell out numbers less than 10 standing alone or in modifiers: *He scored with two seconds left.*
- Spell out fractions less than 1, using hyphens between words: *two-thirds.* For decimals, limit them to two places except in baseball batting averages and blood alcohol readings. For decimals less than one, precede the decimal with a zero: *The cost of living rose 0.03 percent.*
- Spell out first through ninth, when they indicate a sequence in time or location, then starting with the 10th, use figures: *21st century, fifth century, fourth grade.*
- Use 1st, 2nd, etc. when the sequence is part of a name, such as: *the 7th Fleet.*
- Spell out numbers when used to start a sentence: *Forty-three people attended the meeting.* The exception is with years: *1976 was an exciting year.*
- When spelling out large numbers, use hyphens to connect words that end in the letter **y**.

Some examples and exceptions:

- Starting a sentence: "1976 was a good year."
- Act 1, Scene 2
- 2nd District Court
- 12 percent
- 06 cents
- No. 4 choice

off-campus, on-campus, off-site, on-site

Use hyphen.

online

One word, no hyphen.

organizations and institutions

Capitalize the full names of organizations and institutions: *the American Medical Association, the First Presbyterian Church, The Lakeland Foundation.* Use the full name on the first reference. The second reference may refer to *the organization, the club, the board, the council, the college, etc.*



PDF

Abbreviation for Portable Document Format. Listed in capital letters.

plurals

For plural and singular nouns not ending in "s," add an apostrophe and an "s": *women's rights, alumni's contributions, the church's needs, the girl's toys*. For nouns and singular proper names ending in "s," add only an apostrophe: *The ships' wake, Hercules' labors, Socrates's life*. For nouns in plural form with singular meaning, add only the apostrophe: *mathematics' rules, measles' effects*. For singular common nouns ending in "s," add an apostrophe and "s": *The hostess's invitation, the witness's statement*. Words ending in "ce," "x" or "z" take an apostrophe and "s" unless they are followed by a word starting with an "s": *the fox's den, the justice's verdict, Marx's theories, for appearance's sake, for goodness's sake*.

possessives

AP prefers to avoid personalization of inanimate objects. Instead of the phrase "two weeks' vacation," AP style suggests "a two-week vacation." Instead of "he has nine years' experience," AP style suggests "he has nine years of experience."

prerequisite

One word, no hyphen.

principal

Principal is a noun or adjective meaning someone or something first in rank, importance or authority. *She is the elementary school principal.*

principle

Principle is a noun that refers to a fundamental truth or law.

publications

Capitalize the full proper name of a publication: *Lakeland Community College 1997-98 Catalog*. Use lowercase when referring to *the catalog, Lakeland's catalog, the fall class schedule*.

quotation marks

Double marks are required on quotations and titles: *She said, "I want to study ecology."* *The title of the book is "Pride and Prejudice."* Single marks are used within the double quotation marks: *She said, "He told me 'you are the smartest student in the class.'"*

Punctuation rules:

- Periods and commas always go within quotation marks
- Dashes, semicolons, question marks, and exclamation points go outside the quote when they apply to the whole sentence and inside when they apply to the quoted matter only

rooms

When used with names of specially designated rooms, the word should be capitalized. For example: *Board Room, Mail Room, Room A-1003*. For materials promoting an event on campus, it is important to use the word "Room" before the location since community



members and new students are not familiar with the college's room and building numbering system.

seasons

Lowercase spring, summer, fall, winter and derivatives such as springtime unless part of a formal name.

Winter Olympic Games

Lakeland Community College fall credit schedule

semiannual

Means twice a year. Can also use biannual.

semimonthly

Means twice a month.

semiweekly

Means twice a week.

sentence spacing

Separate sentences with one space, not two.

state-of-the-art

Use hyphens between the elements of this word.

student - types

- Continuing students- students who were enrolled in the prior term, excluding summer.
- New students- students enrolling for the first time directly from high school, delayed entry after high school and students new to the college who, at some point, attended another college.
- Returning students- students enrolled after an absence of one or more terms, excluding summer.
- Transfer students- students who enroll at Lakeland and transfer credits from their previous college.
- Transient students- students who take courses at Lakeland during a given term t transfer credits back to their home institution.

telephone numbers

Lakeland prefers the use of a period between each set of numbers in a phone number when it is listed in the text of letters and other materials. For example: 440.525.7000.

temperatures

Use figures for all temperatures except zero. Use words to indicate temperatures below zero, not the minus sign: *the temperature was 10 below zero* or *the low temperature was minus 10 degrees*. Temperatures rise, get higher or lower, but they do not get warmer or cooler.



theater, theatre

Use theater, not theatre, for all general references to theater programs or events outside of the college, except in proper names that use the old English spelling: *Sue will be in a theater production.*

The civic theater program at Lakeland is called Lakeland Civic Theatre and the area of study as well as specific class titles use the old English spelling of theatre.

time ranges – format

If the time range lies within the same segment of the day (a.m. or p.m.), then list the a.m. or p.m. at the end of the range and do not put spaces around the dash. If the time range crosses segments (a.m. to p.m.) then put the a.m. and p.m. in both times and put spaces on both sides of the dash.

- 4–9 p.m.
- 4:30–9 p.m.
- 11 a.m. – 1 p.m.
- 11:30 a.m. – 1 p.m.

Twitter

Formal name, capitalize. Social networking site with messages limited to 140 characters. Participants are called followers and messages are called tweets. When a theme is popular on Twitter, it is said to be trending.

YouTube

Video-serving network. One word with the You and Tube capitalized.

web

The short form for the World Wide Web. Formerly capped, it is now to be written in lowercase form.

website

One word, no hyphen, lowercase. Also webcam, webcast and webmaster are single words that are in lowercase.

Wikipedia

Capitalize this site. Online encyclopedia created and edited by the users. This site should not be used as a primary reference source for information.

ZIP code

Use all-caps ZIP for *Zoning Improvement Plan*, but lowercase the word code. Do not put a comma between the state name and the ZIP code in an address.

