

Word Style Sheet

Library Media Connection **Linworth Books**

Revised 11/1/05

A

AACR2 (Anglo-American Cataloguing Rules, Second Edition, 2002 Revision with 2004 Update)
acceptable use policies
accidentally
acknowledgment
A.D.
ad hoc (2 words)
adviser
aesthetics (preferred)
African American (noun)
African-American (adj)
afterschool (no hyphen, 1 word)
AIDS
a.k.a.
all-time
America Online
Ancient Greece, Rome, Egypt (capitalize Ancient)
and/or (do not use!)
anti (solid prefix)
appendixes
Apple
archaeology - archeology (ok variant)
artwork (one word in spite of the computer dictionary, sorry)
at-risk (adj.)
audioboard
audiobook(s)
audiotape
audiovisual (adj.)
audiovisuals (noun)
automate (as a verb to indicate circulation by)

B

babysit (v. 1 word)
baby sitter (2 words)

backside
backup (n.)
back up (v.)
backward (not backwards)
ballpoint (1 word)
bandwidth (1 word)
Bank Street
barcode(d) (1 word, as noun, verb or adj)
B.C.
best seller (2 words)
biannual
Bible (no ital)
bimonthly
bird's-eye, also worm's-eye
black (lower case "b" when referring to ethnicity)
blackboard
boldface (noun)
bold-faced (adj)
THE BOOK REPORT (In the magazine: caps & small caps)
bookcase
book cover (2 works)
bookdrop (1 word)
bookends
book fairs (2 words)
book jacket (2 words)
bookmaking
bookmark
bookstore (1 word)
booktalk (1 word)
bookworm
Boolean
boyfriend
Braille (capped)
brain: left brain (adj); right brain (adj) *no hyphen*
burnout (1 word)
byline

C

CAI (Computer-Assisted Instruction)
Caldecott Medal
catalog
catalog card
CD-ROM (set in small caps)
CD-ROM drive
CD-I
century
chalkboard
Chapter 2 - federal program, not roman #
chatroom

check out (v.) (2 words)
checklist (1 word)
check-out (adj.)
checkout (noun)
childlike
CIP (Cataloging in Publication)
class work
close-up
co (closed as in coeducation)
co- (as partner in activity)
coming-of-age (preceding what it modifies)
coming of age (after what it modifies)
Companion Corporation
Constitution (cap for U.S., but lower case for an organization's constitution)
constitutional
cooperative
copy-ready (adj.)
courseware
co-worker
CPU
critiquing
cross section
cross-references cross-referred (tr.v.)
CU-SeeMe (software used with videoconferencing)
cutoff (1 word)
cutout (1 word)
cutting-edge (adj.)
cyberspace (solid and not capped)
counterproductive

D

darkroom
database
datafiles
day care (2 words)
decades in numbers no apostrophe-1960s
decision making
desktop
Dewey Decimal Classification (or DDC) System
Dewey decimal system
Dewey numbers
diagramming
dialogue
disc (optical discs)
disk (hard and floppy disks)
diskette (do not use!)
dollar amount: even dollar amounts should show dollars only \$25, not \$25.00
do's and don'ts
DOS (small caps)

double-check (v.)
double-speed (adj)
down link (channel from satellite to earth stations)
downloads (verb)
downside
downsizing
dropouts
DVD

E

easy-to-follow
easy-to-read
easy-to-use
(all above as preceding adjectives; no hyphens if they follow what they modify)
eBooks
e.g. (Latin for “for example”)
e-mail (electronic mail, with hyphen)
Eastern Europe
Edited by (spell out)
edition (spell out)
Editor’s Note: (roman)
endpaper (1 word)
et al. (Latin for “and others”)
etc. (do not use)
eye catcher (noun)
eye-catching (adj.)

F

facedown
Facts on File (do not cap the “o”)
fact sheet (2 words)
fair use (2 words)
fairy tale (2 words)
fax
federal government
feedback
field trip
fieldwork
fifties, sixties (lc.)
filmstrip
first grader (2 words)
firsthand
first person
FlagTower (software company)
flier - brochure, pamphlet
folktale (1 word)
folklore (1 word)
folk song (2 words)

follow-through
follow up (v.)
follow-up (adj, noun)
footnote
formatted
forward (not forwards)
freelance (adj. and n.)
Free-Net (when referring to NPTN systems)
FTP (file transfer protocol)
full-motion video
full-text (as adj.)
full-time (preceding)
full time (after)
fund raiser
fund raising (2 words)
fund-raising (adj.)

G

girlfriend
Gopher (cap. G for specific gopher)
gouache
gray
ground rules
GTV - A geographic perspective on American history videodisc from Optical Data Corporation
gunshot

H

half-hour (noun and adj)
handmade
hand out (verb)
handout (n.)
hand-held
handout (noun)
hands-on
hard drive (2 words)
hardcover (hc.)
he: never use s/he
headphones
head-on
hi fi
high-rise (noun and adj)
a historical
home page (2 words)
homeland
homeroom
homework
hotlines
Houghton Mifflin

HTML (Hypertext Markup Language)

http://

HyperCard

hypermedia

HyperStudio

Hypertext

I

i.e. (Latin abbreviation for “that is”)

in depth

inches (spell out)

incoming

India ink

information (not “info”)

information superhighway

InfoTrac

inputting

inservice (adj.-don’t use as a noun)

interdisciplinary

interlibrary loan (ILL)

Internet (proper noun, shortened it’s Net)

Internet Explorer

interracial

ISBD (International Standard Bibliographic Data)

ink jet (per Freeman)

J

Java

JavaScript

JavaScripting

jack-o’-lantern

joystick (1 word)

judgment

Junior, Jr.

K

keynote (adj.)

keypal

keyword (1 word)

kids (okay if used sparingly)

kindergarten (lowercase)

L

labeled

laptop

laser disc

latchkey (1 word)
lib. bdg. =(abbr) library binding
LIBRARY TALK (In the magazine: caps & small caps)
LIBRARY MEDIA CONNECTION (In the magazine: caps & small caps)
libraryese (Qy: use quotes for slang)
lifelike
lifelong
life-size
lifestyle
lighthearted
likeable
Linkway
Linworth Publishing, Inc.
listserv
LM_NET
log out (verb)
logout (noun)
log in to
log on to
logging out
logging in
login name
login as
login:
long-term (adj)
loose-leaf
lowdown

M

machines (as a synonym for computers)
Macintosh (computer brand)
mailbox
manila - m for paper, file folders
MARC (Machine Readable Cataloging)
MB (SMALL CAPS)
MHz (SMALL CAPS)
master's degree
mediagraphy (bibliography of media)
mike (abbreviation for microphone, not mic)
mind set
mini (solid)
Morse code
mouse ball (2 words)
moviemaking
MP3
multi (solid prefix)
multicultural
multidisciplinary
multimedia

multivolume

N

NPTN (National Public Telecomputing Network)

networked

Net

Netscape

Netscape Navigator

Newbery Award

Newsbank

newsgroup (1 word)

next-door neighbor (title)

nightshirt

nighttime

nonbiased

noncompliance

noncompliant

nonfiction

nonprint

nonprofit

nontechnical

note card

note taking

notebook

notepads

Numbers: one, two, three...nine, 10, 11, 12, 13...

1,000, 25,000 (comma w/thousands)

50s, 60s (use "fifties, sixties" instead) (cap when referring to a decade)

1800s

(also see "Telephone Numbers" in this list)

O

OCLC - (Online Catalog Library Center)

offline

okay (okay, OK, or O.K. Use one style consistently)

Old World

on screen

ongoing (1 word)

online (1 word)

onscreen

on-screen (adj.)

on-site (adj.)

open ended

overdues

P

paintings - titles of - italics
paperbound (1 word)
pâpier mâché
parenthesis
parentheses (plural)
part-time (adj.)
pathfinders
pbk. = (abbr) paper back book
percent (use figure and word *percent* (e.g., 75 percent))
photocopy (1 word)
photo essay
photojournalist
pickup
picture book(s) (2 words)
playbook
plot line (2 words)
PO Box (no periods)
poster board
PowerPoint
pre-K
preschool (one word, it isn't a grade)
print out (v.)
printout
Print Shop
problem solving
prorate
PTA
public address (not PA)
public relations is... (singular noun)
pull-down menu

Q

QuickTime movie/clip

R

rain forest (2 words)
read-aloud (noun: "a good read-aloud...")
Readme file
Reader's Theater (caps.)
real-world
record keeping - 2 words
recreate (recreation)
re-create (to remake something)
re-enactments
re-form (to form again)
reform (to improve by changing)
reinforce
reissue

re-issue
reorganization (1 word)
reshelve (no hyphen)
resumé
retell
reusable
right-hand (adjective)
role-play

S

school subjects: health, science, art, geography, etc., but English, French, Spanish
school-wide
science fiction (always write out)
Scribners (when short form used)
scriptwriting (1 word)
semiprivate
semi (solid prefix)
shareware
she: never use s/he
shelf list (2 words)
shelf-bound
short-term (adj.)
show-off (noun)
show off (verb)
show-and-tell (noun, it's not an adjective. It means a display, so "show-and-tell display" is redundant.)
shrink-wrap
sidebars
sign language (no caps)
sing-along (noun)
SIRS (no ital; it's a series name & a company name)
sizable
snowflake
snowtime
socio (prefix solid)
SoundBlaster
sound card (2 words)
sound slide
source book
space bar (2 words)
spaceship (1 word)
spell check
spreadsheet
standalone
stand-in (noun)
stand in (verb)
start-up
stepparent
story hour (2 words)
story line (2 words)

storyboard
storybook (1 word)
storytelling (1 word)
storytime (1 word)
strong-willed
sub prefix is usually solid
switch box
sysop

T

tagboard
teacher made
teacher's guide (not capped)
TECHNOLOGY CONNECTION (In the magazine: caps & small caps)
teenage
telephone number: 1-614-436-7107
themes -- in quote marks
Third World
3.5 (for the disk)
3-D
time-consuming
time-honored
timeline
timesaver
timetable
totaled (1st choice)
toward (not towards)
traveled (one L)
travelogue (1st spelling)
trick-or-treat
tried-and-true
trouble-shooting (noun)
TV (no periods, regular caps)(names of television programs in ital.)
Twenty First Century Books (no hyphen between Twenty and First, acc. to their Web site)
typo -- too informal, write out "typographical error"

U

U.N. - United Nations
unlikeable
upbeat
up-to-date
URL (Uniform Resource Locator)
U.S. (no space but periods as adj. only spell out as noun)
usable
user-friendly
user's guide (not capped)

V

Valentine's
VCR/camcorder
video camera
video card (2 words)
video games
videocassette
videoconferencing
videodisc
videotape
videotaping (solid)
viewfinder
voice-over
VRML (Virtual Reality Modeling Language)

W

Washington, DC (no periods)
watercolor
Web page (capital "W")
Web site (capital "W")
webmaster
wheelchair
-wide as a suffix
windowpane
Windows (software platform)
word-of-mouth (adj)
word of mouth (noun)
wordplay
word processing (2 words per Freedman's book)
work place
workbook
workload
worksheet
workstation
World Wide Web
worldwide
wraparound

X

XML (Extensible Markup Language)

Y

yearbook
yearlong

Z

No commas in month year (unless a specific date is used: July 4, 2005)

cents - 10 cents, not \$.10

listservs - names in all caps

Alt, Ctrl - truncated key names cap first letter only

state names - spell out in article text unless giving mailing address