



Associated Press  
of Public Health  
and Hygiene

# Associated Press Style

## Quick Reference Guide

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- To find out about Styleboard for Word, [start here](#).
- For slide presentations of AP style basics, [go here](#).

| Style                   | Rules   | Examples   |
|-------------------------|---|--|
| <b>Academic degrees</b> | <ul style="list-style-type: none"> <li>• Use an apostrophe and spell out academic degrees.</li> <li>• Use abbreviations for degrees only when you need to include a list of credentials after a name; set them off with commas.</li> </ul>  | <p>She has a <b>master's</b> degree.</p> <p>Peter Wilson, <b>M.D., Ph.D.</b>, was the keynote speaker.</p>   |
| <b>Acronyms</b>         | <ul style="list-style-type: none"> <li>• Don't use them.</li> <li>• Spell out on first mention. On subsequent mentions, use generic terms such as the board, the division, etc.</li> <li>• Don't put acronyms in parentheses after the first reference (for example, "The Water Quality Control Division (WQCD) ...").</li> </ul> | <p>The state <b>Board of Health</b> meets the third Wednesday of each month. The <b>board's</b> agenda is available about a week before the meeting.</p> |
| <b>Addresses</b>        | <ul style="list-style-type: none"> <li>• Spell out all generic parts of street names (avenue, north, road) when no specific address is given.</li> <li>• When a number is used, abbreviate avenue (Ave.), boulevard (Bldg.), street (St.) and directional parts of street names.</li> </ul>                                       | <p>Our main campus is on Cherry Creek South <b>Drive</b>.</p> <p>The suspect was identified as Michael Stump of <b>2522 N. Mission St.</b></p>           |

# Associated Press Style Guide

**Michael Brown**



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