



# Associated Press Style

## Quick Reference Guide

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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>B.S., 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 (Blvd.), 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

**M Tight**



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## **Table of Contents Associated Press Style Guide**

1. Understanding the eBook Associated Press Style Guide
  - The Rise of Digital Reading Associated Press Style Guide
  - Advantages of eBooks Over Traditional Books
2. Identifying Associated Press Style Guide
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Associated Press Style Guide
  - User-Friendly Interface
4. Exploring eBook Recommendations from Associated Press Style Guide
  - Personalized Recommendations
  - Associated Press Style Guide User Reviews and Ratings
  - Associated Press Style Guide and Bestseller Lists
5. Accessing Associated Press Style Guide Free and Paid eBooks
  - Associated Press Style Guide Public Domain eBooks
  - Associated Press Style Guide eBook Subscription Services
  - Associated Press Style Guide Budget-Friendly Options
6. Navigating Associated Press Style Guide eBook Formats

- ePub, PDF, MOBI, and More
  - Associated Press Style Guide Compatibility with Devices
  - Associated Press Style Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
    - Adjustable Fonts and Text Sizes of Associated Press Style Guide
    - Highlighting and Note-Taking Associated Press Style Guide
    - Interactive Elements Associated Press Style Guide
  8. Staying Engaged with Associated Press Style Guide
    - Joining Online Reading Communities
    - Participating in Virtual Book Clubs
    - Following Authors and Publishers Associated Press Style Guide
  9. Balancing eBooks and Physical Books Associated Press Style Guide
    - Benefits of a Digital Library
    - Creating a Diverse Reading Collection Associated Press Style Guide
  10. Overcoming Reading Challenges
    - Dealing with Digital Eye Strain
    - Minimizing Distractions
    - Managing Screen Time
  11. Cultivating a Reading Routine Associated Press Style Guide
    - Setting Reading Goals Associated Press Style Guide
    - Carving Out Dedicated Reading Time
  12. Sourcing Reliable Information of Associated Press Style Guide
    - Fact-Checking eBook Content of Associated Press Style Guide
    - Distinguishing Credible Sources
  13. Promoting Lifelong Learning
    - Utilizing eBooks for Skill Development
    - Exploring Educational eBooks
  14. Embracing eBook Trends
    - Integration of Multimedia Elements
    - Interactive and Gamified eBooks

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