

CHAP Publication Style Sheet– Updated September 2021

Homeschool is one word.	The word “homeschool” and all of its variations are always spelled as one word— homeschool, homeschooler, homeschooling, homeschooled.
CHAP proprietary terms are always capitalized.	CHAP Convention, CHAP members, and any CHAP event title (i.e. CHAP Homeschool Annual Convention) are always capitalized.
Use comma before final conjunction.	Use a comma before the final conjunction (and, or) in a series. (Example: “A pencil, a protractor, and a compass were all used by the student.”)
Numbers and Ordinals	Numbers and ordinals of one through nine should be written out (example- first). Numbers and ordinals of 10 and greater should be numerals (example- 10 th).
Internet Terms	Website, online, and email are each written as one word without hyphenation. Do not include http or www with web addresses. They are unnecessary and create visual clutter. Internet is not capitalized.
Titles	Book titles, magazine titles, and play titles should be italicized.
Capitalization	Do not capitalize: godly, biblical, scriptural, gospel (as in gospel music), mom or dad unless it can be replaced with their name in a sentence, position titles unless they precede a name. Capitalize: proper nouns, organization titles, Bible, Scripture, the Gospel, He or Him when referring to God, Jesus, or the Holy Spirit.
Plurals	No apostrophe - for example: 1700s, CDs, DVDs
Age	Hyphenate age when it precedes a noun. (“A four-year-old child . . .”) Do not hyphenate age following a verb. (“... since she was four years old.”)
Punctuation	<ul style="list-style-type: none"> • Place commas and periods inside the closing quotation mark. • Place question marks, exclamation points, and dashes inside the quotation marks when they apply to the quote only or to the quote and the entire sentence at the same time. Place them outside the quotation marks when they apply to the entire sentence only. • Limit the use of exclamation points. • Use ellipsis marks only when omitting a word, phrase, paragraph, or more from a quoted passage. Do not use ellipsis marks to indicate emphasis, an interruption, or an abrupt change of thought. Use three spaced points for ellipsis marks (. . .). • Use an em dash to replace commas, semicolons, colons, and parentheses to indicate added emphasis, an interruption, or an abrupt change of thought. No spaces are to be on either side of the em dash symbol.

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Time and Date	<ul style="list-style-type: none">• AM or PM is preferred, but a.m. or p.m. is acceptable (all lower case with periods).• Do not use ordinal numbers for dates when including the year. (For example, write May 8, 2020, not May 8th, 2020).• Include a comma after the day before the month (Monday, May 8, 2020).
Convention Specialty Words	<ul style="list-style-type: none">• NOUN OR ADJECTIVE: set-up, tear-down, check-in, pick-up• VERB: set up, tear down, check in, pick up• HYPHENATE: pre-register, pre-registration
Scripture References	Use quotation marks around quote with no end punctuation then complete with Bible reference and version in parentheses with end punctuation following as example here: “Little children, keep yourselves from idols” (1 John 5:21, ESV).
Hyperlinks	All hyperlinks in articles must be functional and accurate.
Gender Neutral Pronouns	Write sentences to accommodate plural construction, otherwise use “he or she” or “his or her”. Singular use of <i>they</i> will only be allowed when no ambiguity will be created in the context.