

ELi Style Tips

When writing for ELi, we rely on the on AP Style Guide, with a few exceptions. Below is a cheat sheet for the style points that our reporters often need to know. Please review this and make sure your articles follow these style rules before submitting your work to your editor. If you have a style question, don't hesitate to mark it for your editor in your draft.

- When introducing an acronym, including ELi, make sure you write out the full name the first time you use it. Examples:
 - East Lansing Info, known around town as ELi, is a hyperlocal news service.
 - The East Lansing Public Schools (ELPS) Board of Education met on Monday.
- Longer months are abbreviated when giving a specific date, e.g. Aug. 21, 2021, but July 22, 2021.
 - Months are not abbreviated when talking about a month with no specific date, e.g. September or September 2020.
- City is capitalized when referring to the City of East Lansing government, e.g. not only City Hall and City Council but also “the City’s FOIA policy” or “the City’s spokesperson.”
 - City is lower case when referring to the geographical space, e.g. “East Lansing is growing, and the city’s downtown corridor has been seeing a lot of changes.”
- Always place a comma after full dates, such as **July 22, 2021**, and city/state locations like **East Lansing, Michigan**, when it is not the last word in a sentence (like was done in the previous sentence).
- Street names like Avenue, Boulevard, Road, Street, are abbreviated when giving the full address, e.g. “819 Abbot Rd.” or “131 Albert Ave.”
 - Write out the entire street type (“Avenue,” “Street”) if you are not talking about a specific address,. For example, “Albert Avenue between Abbot Road and M.A.C. Avenue will be closed this summer.”
- Numbers from one to nine are spelled out, e.g. “the five members of Council voted unanimously to...”
 - Numbers 10 and above are written in Arabic numerals, e.g. “15 people attended the meeting” or “nearly 50,000 people live in the city.”
 - When referring to measurements, always use Arabic numerals, e.g. “the curb was expanded by 7 in.” or “8% of residents identify as Black or African American.” The only exception is if the number starts the sentence: “Eight percent of residents identify as Black or African American.”
 - In general, for numbers above one million we use the word “million.” For example: “The City is trying to put an extra \$7 million per year into the pensions.”