



Local Style Guide

This guide is to help in your print and electronic sequence courses in the School of Journalism and Mass Communications. It is for JOUR333-Copy Editing, JOUR532-Public Affairs Reporting, JOUR546-Advanced Editing, and other courses to provide a uniform guide.

Parts of it are also used in assembling brochures and other publications, such as InterCom, for the school (see the special section on COLLEGE PUBLICATIONS.)

This modifies any related entries in the AP Stylebook, the dictionary or textbooks. It also tries to explain some of the more troublesome points of grammar and usage. If not listed here, the AP Stylebook should be consulted first, followed by Webster's New World College Dictionary (4th Ed) and then applicable texts. Compiled by Doug Fisher. Please advise him of any discrepancies or errors: dfisher@sc.edu.

[Revised January 2011: *New*: Carolina Coliseum, course names, GPA, grand jury, tea party. *Updated*: Newspaper names, ranges, Web site (eliminated, as AP now fully addresses the issue with its change to "website."). College publications is updated to show that InterCom and similar publications aimed at primarily professional audiences use AP, not USC, style and do not capitalize "university" and "school."]

A

Abbreviations and titles in quotations: AP has now cleaned up all its entries. Its sanctioned abbreviations are now used in all cases, which includes inside quotations and when only a last name is used. (Example: "I talked to Sen. Leghorn just this afternoon, and he said getting there by Jan. 15 was his No. 1 priority.") This information is scattered about the AP Stylebook, and you should refer to the AP entries *abbreviations and acronyms*, *quotations in the news* and *titles* for more detail.

Academic departments and degrees: We follow AP, and do not capitalize college, school, etc., when using a shortened form, such as journalism school. (See also **J-school**.) But we would capitalize the School of Journalism and Mass Communications. For degrees, it's bachelor's degree, for instance, but Bachelor of Arts.

We use a modified style for some publications of the journalism school and College of Mass Communications and Information Studies that is not used in editing/news writing classes or senior semester. That style can be found in the COLLEGE PUBLICATIONS section of this guide.

Academic sequences, majors, SJMC: The School of Journalism and Mass Communications has three sequences: journalism, visual communication, and advertising and public relations. (Not "print" "electronic," "advertising" or "public relations" sequence.)

The bachelor's degree is "journalism" or "journalism and mass communications" as appropriate to context, not "print journalism," "advertising," etc. Instead, the style is to say "a journalism degree with a major in xxx." ("Specialization" may be substituted for "major." None of the terms is capitalized.)

There are five majors: Advertising, public relations, print journalism, electronic journalism and visual communications. All are lowercased.

The sequences are not capitalized, except in the shortened form for Ad/PR (for visual integrity). Visual communications also may be referred to as "viscom." There is no shortened form for journalism. The shortened forms may be used on second reference. If used on first reference, for instance, to slim

a lede, they should be spelled out quickly on second reference. This is especially true for Ad/PR, which should be kept to a minimum; it rankles some faculty if they do not see it spelled out.

Acronyms/Initialisms (see also *Department names*): The AP Stylebook puts it best when it says “avoid alphabet soup.” The writer and editor must be aware at all times that what seems natural and common to them is not necessarily so to the reader. In journalism, we tend to be immersed in an alphabet soup of governmental and educational agencies. Our readers are not. Therefore, only the most commonly understood initialisms should be used, such as FBI and SLED. A list of some of the most common is under Department Names.

Adjutant General: A title, not a rank, so general should not be abbreviated before a name. The rank is usually that of a brigadier general, and it comes with the elected position. (You need not be a military officer to be elected adjutant general.) South Carolina is the only state that elects the head of its National Guard, etc. As a result, we generally just call the department the “adjutant general’s office,” although technically, the adjutant general oversees the state Military Department, which includes the Army National Guard, Air National Guard, S.C. State Guard and Emergency Operations Division, among others.

Advance America, Cash Advance Centers Inc. The full name of the payday lending company based in Spartanburg. On first reference, especially if it would gum up a lede, “Advance America” is OK as long as it is clear what you are referring to and the full name is used on second reference. “Advance America” may be used as shorthand after the full name is used. Note the comma in the name. The company often uses the shorter “Advance America Cash Advance,” but we should use the full name (the Inc. is optional). A company subsidiary, AARC Inc., owns all its trademarks, logos and other intellectual property.

Adverbs, splitting verb forms: Modern authorities generally condone splitting adverbs, and some, such as Follett, prefer it. **For our purposes:** *He was walking quickly toward the door, he quickly was walking toward the door or he was walking toward the door quickly* are equal. Bottom line: Generally, if the writer does not split the adverb, leave it alone unless euphony is clearly violated.

However, be careful with *only*. Its placement can make a difference. *I only loved her* is not the same as *I loved only her*.

Age, ages, aged (see also senior citizens): Figures for all cases, so it’s a 6-year-old boy and a 6-year-old law. Some publications use “aged” as in a man, aged 62 ... or two brothers, aged 29 and 34. We use the more common journalistic style of “age,” as in: a man, age 62 ... or two brothers, ages 29 and 34. However, in most cases, the word can be left out or the sentence recast to *a man, 62*, or *a 62-year-old man*.

Ages as nouns: Although often seen, ages as nouns on second reference (example: Billy was hurt. The 5-year-old fell down.) too often are a writer’s crutch. A top-ranking AP editor specifically discouraged them, though the advice has been just as consistently ignored. In many cases it can be avoided with a little rewriting. As an editor, do not change an age to a noun if the writer has not used it as such. That’s changing right to not-quite-as-right, which is wrong.

Airports: Columbia Metropolitan Airport is the city’s main passenger terminal. Use the full name on first reference. After that, Columbia Metro is OK. The website is www.columbiaairport.com. Its main runways are north/south 5-23 at 8,000 feet (though landings are less frequently made from the 23 side, which ends near State Highway 302 and the airport access road intersection) feet and east/west 11-29 at 8,600 feet. The airport’s designator is KCAE (or just CAE in most commercial travel databases).

The city’s other airport, serving business and private planes, is Jim Hamilton-L.B. Owens Airport. The name was changed in late 2008 from Columbia Owens Downtown Airport to also recognize

its longtime manager, Hamilton. It may be referred to in all uses as Hamilton-Owens Airport. It has one runway, 13-31, at 5,000 feet. Its identifier is KCUB.

Alleged/accused/suspected: When used as adjectives, these convict and should be avoided. For instance: suspected killer/suspected terrorist, accused robber, alleged rapist can be changed to killing suspect, terrorism suspect, etc. However, the usage can be acceptable in the abstract. For instance: *Lawsuits cannot be filed by alleged victims more than two years after an attack.* Allege/alleged as a verb is acceptable: *Police allege Smith stole the money.*

All right: Not alright.

And/or: Superfluous bureaucratese. Use one or the other. "Or" includes "and." *And* is better, for instance, if a maximum sentence includes a fine and prison or jail time: *He could receive a maximum sentence of three years in prison and a \$500 fine.* Use *or* when the maximum is one or the other: *She could receive a maximum sentence of three years or a \$500 fine.* If you must specify both are possible: *He could receive three years in prison, a \$500 fine or both.*

And that: Preferable form when what appear to be two independent clauses actually depend on a preceding verb. No comma. Incorrect: *The sheriff said the pair escaped, and the brother of one of them helped.* The sheriff said both things – that the pair escaped and that the brother helped. Correct form: *The sheriff said the pair escaped and that the brother of one of them helped.*

Assault and battery of a high and aggravated nature: Use *aggravated assault and battery.* You will sometimes see this abbreviated as ABHAN on police reports – avoid using it in stories.

Assistant U.S. Attorney (see also U.S. Attorney): Almost every lawyer in the federal prosecutor's office except for the U.S. attorney is an assistant U.S. attorney, a job description. But many news organizations capitalize this before a name, so will we for consistency. However, without a name, lowercase: *He's an assistant U.S. attorney.*

At about: Garner and others note this is accepted idiom with time. It is just as correct to say the accident happened *at about 9 p.m.* as it is to say the accident happened *about 9 p.m.* Let your ear be the guide, but in general, leave the writer's choice. In some cases, *at about* is the preferred form: *The crowd went wild at about 1:30 a.m.* (The crowd wasn't wild about the time; it went wild at that time.) *About* is preferred to *around*, but as an editor don't change it; either is acceptable.

Athletics director: Not athletic director as AP prescribes. The person is generally known as the director of athletics, and hewing to the general rule that "athletic" is the adjective produces unneeded dissonance. The State uses "athletics," for instance. Lowercase before a name.

Attorney General (see also elected officials): Capitalize before a name. A title, not a rank, so general should not be abbreviated. Lowercase when alone in a sentence. The plural is *attorneys general*, not attorney generals, because the noun root is attorney, not general.

Attorney general's office (see also elected officials): Not capitalized. See *elected officials* for the explanation for this and other state constitutional offices.

Attribution: said _____ or _____ said? While the preferred form is *so-and-so said*, as Rooney and Witte say, it's not an issue. Unless it's clearly inappropriate, it's the writer's choice whether to put the verb before or after the name. However, beware of cases where the verb is too far from the name because of intervening information (Joe Smith, the acting undersecretary of security affairs, said). In those cases, flip the verb (said Joe Smith, the acting undersecretary of security affairs).

Augusta/Savannah: Use *Ga.* with these cities in text and datelines. Contrast with **Charlotte**.

B

Bail/bond: People are not held "on bond." They are held *in lieu of* bail and may be released *on bond* or by posting bail, depending on the conditions the judge sets. Bail is cash or property a judge says must be put up for release. A bond (actually "bail bond," but seldom used in full) is issued to cover the bail, but usually costs just a percentage of the total. It can be a promise by the defendant to return for trial and hearings (personal recognizance, with no money put up) or a promise by the bondsman to make sure the defendant returns (the bondsman pays if the person skips). Sometimes, a judge orders the defendant to post all the cash or property and does not allow the person to post only a percentage bond. In those cases, people are released, if they come up with the money, on *bail*, not on bond.

Bar, S.C.: The organization to which all S.C. lawyers must belong is the S.C. *Bar*. There is no "association" in the name.

Begs the question: Often misused to mean "begs us to ask the question," "raises the question" or "poses the question." Beg the question is a logic term to assume what you are trying to prove as part of the proof (ex: "We know God exists because he created the stars and planets."). Do not misuse it for merely meaning a strong reason to ask a question.

Believe/think/feel: Bremner noted these words are not interchangeable. Believe and feel come from the heart; think from the mind. Believe rarely is correct when used with statements by police and most of the other government officials and people we deal with. *Think* is usually better, and then only when backed up with attributable information. Avoid *feel* as sole attribution; you can say "she said she feels," but not "she feels that ..." Best is to avoid them and use more specifics.

Blood alcohol: Don't hyphenate as an adjective (*blood alcohol level*) and do not use "percent" with the number. (AP, Ask the Editor, May 10, 2006.) As a percentage, toxicologists measure it as mass of alcohol (grams) per volume (100 millileters or 1 deciliter). You will see "percent" often used in papers such as The State (AP says both forms are "acceptable", but we'll drop it for brevity since it is widely known and not strictly a percentage). Remember the zero to the left of the decimal is required. *Police said his blood alcohol was 0.08.* Do not abbreviate as "BAC." Make it clear in context.

Board of Economic Advisors, state: The group of experts that projects state revenues. Note the spelling "advisors" as part of the name, which differs from the normal *advisers*.

Brackets: See **parentheses**.

C

C.A. Johnson High School: In Richland 1 school district. Formerly C.A. Johnson Preparatory Academy. Name changed in June 2009.

Captions: We use commas, not parentheses, to set off directional words such as "left," right," etc. We prize "square" captions (ones that fill out the lines or come close to doing so). First sentences generally should be written in present tense. Subsequent sentences may shift to past tense. If there is a focal point, such as someone holding a ball, use that as an identifier, not the limp "left" or "right."

Carolina Coliseum: The formal name of the building in which the j-school is located. Capitalized in all uses, including the shortened form: *Dozens of people were lined up outside the Coliseum by 8 a.m. for tickets.*

Carolinas: May be used to refer to both states, as in *the Carolinas*. However, when referring to the separate states together, it is *North Carolina and South Carolina*, not North and South Carolina.

Center around: Things *center on* or *revolve around*.

Charlotte: The city is known well enough to South Carolinians, and its metro area has spilled far enough into the state, that it can stand without the N.C. in text and datelines.

Civil lawsuit: Generally redundant. Just say lawsuit. In rare cases, where a person may already be facing criminal charges, "civil" may serve a purpose by distinguishing.

Chairman/Chairwoman (see also President): Despite the style you will see in *The State*, chairman and chairwoman should be capitalized before a name when referring to the officer of a company or the head of a standing committee (for instance, a legislative committee or a formal body established by law or by executive order). Lowercased when standing alone or when referring to the head of a less formal body (meeting chairman Joe Jones, blood drive chairman Susan Walsh).

Chair: Use chairman or chairwoman. A person may *chair* a meeting, but we can find a better verb or sentence structure in most cases.

Champ/chomp: You chomp on a sandwich or a gator chomps on a leg, but a horse champs at the bit.

Chick-fil-A: Fast-food chain based in Atlanta. Note the hyphens and capitalization.

Chief Executive (see also President): Capitalize before the name of the CEO of a company or quasi-governmental agency. Chief Executive Joe Jones or Chief Executive Officer Joe Jones. CEO may be used in all references, but remember that is "may," not "must." There may be reasons to spell it out for euphony or to avoid abbreviation assault. Editors should generally go with the writer's choice.

CEO standing alone is all-caps, while "chief executive" standing alone is lowercase. A company's chief executive often is also its chairman, president or both. Chairman and Chief Executive Joe Jones (or Chairman and CEO Joe Jones) is OK, but avoid the construction Chairman, President and Chief Executive Joe Jones as piling up before a name. Make it Joe Jones, chairman, president and chief executive.

The Citadel: The state-supported military college in Charleston. "The" (uppercase) on all references as a noun. As an adjective/descriptive, "Citadel" alone is OK, though sometimes *The Citadel* sounds better.

Cities: see **towns and cities**.

City Manager: Capitalize as a title before a name.

Claimed a life: Trite journalese. Accidents kill people and people die in accidents, etc.

Colonial Life Arena: Formerly the Colonial Center, and before that, Carolina Center. The change to Colonial Life Arena came late in 2008.

Company names: Avoid all caps or odd corporate style. To find proper company names, consult the major stock exchange sites www.nyse.com, www.amex.com or www.nasdaq.com.

The Inc. or Corp. need not be used in stories where the reference is more casual (a candidate's appearance at a General Motors plant – not a General Motors Corp. plant), but it should be used in stories that can affect a company's business (earnings reports, etc.) However, even in those stories it

need not be used on first reference if it makes things ungainly (you'd write *A Southwest Airlines plane crashed* not *A Southwest Airlines Inc. plane crashed* unless, perhaps, it was the corporate jet).

Try to work the full name in lower in the story. However, **do not force it**. For instance, American Airlines Inc. is the main subsidiary of AMR Corp. General practice is to use American Airlines without the Inc. and use AMR Corp. for corporate references, with the parent company explanation.

Ignore the AP's guidance about a paragraph about the corporate name at the bottom of the story if the full name is not in the main story. That's strictly so wire members have complete information.

Companies whose names are pronounced as words are written in upper- and lowercase letters, even if the company uses all uppercase (Scana, not SCANA). In general, avoid corporate affectations, such as punctuation marks (Yahoo, not Yahoo! Wal-Mart, not Wal*Mart).

Company/firm: Not interchangeable. Company refers to an incorporated business, regardless of size (so IBM is a company, but so is Joe's Lawn Care Co.). Firm generally refers to an unincorporated enterprise, usually a business or professional partnership, no matter the size. Out of tradition, it also still tends to be used for limited liability companies (LLC) like law firms. For generic use, use *company*.

Composition titles: Use quote marks where applicable, not italics. (Newspaper names are not italicized or put in quotations marks. See separate section under Newspapers for proper newspaper names and style.) The style is different for non-news college publications. See the separate section.

Contractions: The trend is to contract, but to acknowledge the danger of changing tone, especially when contractions pile up. The writer is the best person to make this judgment. Editors should change the writer's choice only in circumstances where it clearly is inappropriate.

Some guidelines (of course, if these are in quotes, you can't change them):

The "not" words (isn't, didn't, won't, shouldn't, etc.) are acceptable in most uses, especially in feature-toned stories. These can be useful in stories about crime and legal matters to lessen the chance the word "not" could be dropped.

The "is" words (he's, she's, it's, they're, we're): Acceptable in most uses given proper tone. *It's* also may be used for *it has* when the context is clear. **Be careful between *it's* and *its*, the pronoun. There is no such word as *its'*.**

The "would" or "had" words (he'd, she'd, we'd): These can sound forced. "It'd" is best avoided.

The "have" words (would've, should've, etc.): Also can sound forced.

The "will" words (we'll, she'll, etc.): Same as the "would" and "have" words. "It'll" is best avoided.

All others: Generally best avoided except in highly stylistic cases.

Cop-speak: Avoid it. People are "taken" to the hospital, not "transported." They're "flown," instead of "airlifted." And while it is not technically wrong to say someone "sustained" an injury, the better word is "suffered." Instead of "fled at a high rate of speed," write "sped away." If they "fled on foot," try to find out if they "ran" or "walked" away, etc. Instead of being "beaten about the head and torso," try "beaten in the head and body." You know we don't talk that way, so why write it?

Coroner: An elected position. Capitalized before a name, but lowercase otherwise: The Richland County coroner's office said Monday that ... Richland County Coroner Gary Watts says ...

Councilman, Councilwoman, Council member: Any may be used before the name of a person who serves on a city, town or county council, but note "Council member" is two words and "member" is not capped. It's OK to mix them in a story. Use *Council members* before two or more names or when there is a male/female mix (Council members Joe Jones and Marge Tate said ...).

County Administrator: Capitalize as a title before a name.

Course names: Capitalize the subject as part of the formal name – *Journalism 333, History 221*. Otherwise, lowercase course subjects – *journalism, history, etc.* (However, retain capitalization for those subjects that normally are formal names, such as English, Spanish, etc.) If appropriate in context, the university's course abbreviations may be used: *He took the copy-editing course, JOUR333, this spring.*

Court names: These S.C. courts are capitalized in all uses, even standing alone: Supreme Court (but *state Supreme Court*), Appeals Court (or Court of Appeals), Circuit Court, Family Court, Magistrate's Court, Probate Court, City Court. Circuit Court is divided into Common Pleas (criminal) and General Sessions (civil). However, we refer to both simply as Circuit Court.

For judges, it's Circuit Judge Joe Jones ("court" is not needed), Appeals Court Judge Joe Jones, Justice Joe Jones or Supreme Court Justice Joe Jones (depending on context). When standing alone, however, it is "a circuit judge," as in: *A circuit judge has banned ...*

There also are state administrative courts, which hear appeals from many agency decisions before they can go to Circuit Court. The judges are *administrative law judges*, and the term should be capitalized before a name, lowercased when standing alone.

Federal courts: U.S. Supreme Court, U.S. District Court and the 4th U.S. Circuit Court of Appeals. The 4th Circuit is headquartered in Richmond, Va.

The Supreme Court, the District Court, the 4th Circuit – but the circuit court or the appeals court (lowercased because appeals can refer to the circuits or the Supreme Court). For judges: District Judge Joe Jones or U.S. District Judge Joe Jones; U.S. Circuit Judge Joe Jones (U.S. can be dropped if context is clear). See AP for other variations.

Criminal justice terms: Indictments and verdicts are handed up. Decisions and rulings are handed down. Think of the judge's relative position — the judge sits higher than anyone else. (See also individual entries on *alleged, for, not guilty, pled* and *suspect*.)

As Garner notes, journalists often misuse "lawsuit" for "complaint." The "lawsuit" is the entire process. The "complaint" is the document that starts that process. While the terms in common use are often interchanged, we should try to use "complaint" as appropriate. So instead of "the lawsuit asserts the company sold defective goods" it should be "the complaint asserts."

D

Dash: Often overused for a comma. It denotes a full stop. From *Corporate Writer and Editor*: "Use the dash when you've got something so important to add to what you're writing that you have to interrupt the sentence to get it in. If it doesn't pass that test, forget it." But all dashes are not evil. Editors who automatically zap all dashes are too often tone deaf.

Death Row: Capitalize it when referring to specific state or federal death rows, as is common in Columbia and Charleston newspapers, although the AP style is not to. (Other S.C. newspapers vary internally, sometimes capitalizing, sometimes not.) Lowercase when used generically.

Declined to: A journalistic affectation (as in "declined to comment"). Use *would not comment* as simpler and better in most cases. Few people use the phrase in conversation. However, "declined an interview" is a more acceptable construction because using the word "refused" carries a different, stronger connotation. Note: It's *declined to* (*intransitive verb*), not simply *declined* (*transitive*).

Department names: Generally drop the "of" and use the shortened form unless it conflicts with adjacent material (i.e. Revenue Department instead of Department of Revenue. However, some names should not be flipped. It is ungainly or not done by longstanding style in the state, or their abbreviations (SLED, DHEC, DJJ) are common, so we keep the longer form. (See AP for federal departments.):

- Department of Alcohol and Other Drug Abuse Services
- Department of Labor, Licensing and Regulation

- Department of Probation, Parole and Pardon Services
- Department of Health and Environmental Control
- Department of Juvenile Justice (DJJ is common on second reference)
- Department of Public Safety (avoid DPS)
- State Law Enforcement Division (SLED, as in “SLED agents,” may be used in a lede if spelled out in a quick second reference. However, avoid using SLED on first reference by itself “The State Law Enforcement Division says it will crack down on ...” not “SLED says it will ...”)
- Board of Education

Avoid lapsing into initialisms. These are the more common ones:

SLED — State Law Enforcement Division. (Note: All-caps is tradition, though it forms a word.)

DHEC — Department of Health and Environmental Control

DJJ — Department of Juvenile Justice

DMV — Department of Motor Vehicles

The following may be used sparingly

DHHS – Department of Health and Human Services.⁴⁴

DNR — Department of Natural Resources (however, the form Natural Resources Department is preferred. If DNR is used in the story, use the longer form for the department name, but generally avoid DNR except in quotes. Use *Natural Resources* or *department* instead, as in *Natural Resources officers found the body* or *The department says the new rules ...*)

DOT – Department of Transportation. However, if it is used, the longer form, “Department of ...” must be used in the story. Use DOT sparingly and instead use “Transportation Department” and call it “the department” on subsequent references. This department may also be referred to as the “highway department” – lowercased. Also note that it is headed by a “secretary,” not a director, who reports to a commission. SCDOT may be used where appropriate.

PRT — Parks, Recreation and Tourism.

Otherwise, avoid DOC for Corrections Department, BOE for Board of Education, etc. unless used in a quote.

“State” is usually lowercased before a department or board name. (Many agencies’ formal name is South Carolina State xxxxxx, but by custom the South Carolina is dropped and “state” – lowercased – becomes an adjective). However, for these agencies, “State” traditionally is used as part of their names:

- State Budget and Control Board
- State Election Commission
- State Ethics Commission
- State Ports Authority
- State Park Service (part of PRT)
- State Fire Marshal
- State Transport Police (part of Public Safety)
- State Museum

The State Law Enforcement Division is actually a corruption from the formal name of the South Carolina Law Enforcement Division. However, it has been used this way for so long, with *State* capitalized, that it has become part of the vernacular. “State” is also a formal part of the name of many regulatory and governing commissions, such as State Board of Education, State Board of Medical Examiners (more commonly referred to as the state Medical Board). For consistency, however, custom and style have lowercased “state” to a descriptive, so it’s *state Board of Education*.

Divisions and departments within agencies generally are not capitalized. However, the Highway Patrol and Transport Police are so well-known that they are capitalized, though they are part of Public Safety.

Likewise, DHEC has offices, divisions and departments. Only the offices (such as the Office of Ocean and Coastal Resources Management) are capitalized. Others should be lowercase.

When in doubt, consult the latest edition of the South Carolina Legislative Manual or look up the agency's website on www.sc.gov and consult with your editor or instructor.

For federal departments, consult the AP Stylebook and limit the use of initialisms to the most widely known (FBI, for instance, may be used in all references). Beware that some, such as DOE for Energy Department, might not be as widely known as the stylebook indicates. (Also note that DOE is restricted to the Energy Department and is not used for the Education Department.)

Many federal agencies that appear to stand alone are divisions of other agencies (the FBI, for instance, is part of the Justice Department), so capitalization of subagencies is more common at the federal level.

Director: Capitalize before the name of the director of a local, state or federal agency (Note: The State does not do this).

Use the shortened form: state Corrections Director Bill Smith, Mental Health Director Sheila Norden. But *director* is not capped following a name or standing alone, such as *Bill Smith, Corrections Department director*. Almost all the state's departments are headed by directors. The Transportation and Commerce departments are headed by a "secretary," and the National Guard is headed by the "adjutant general."

When the description comes after the name, lowercase it: *Charlie Way, secretary of commerce*, or *Charlie Way, commerce secretary*; *Bill Smith, corrections director*, etc. as appropriate. Notice the difference from Bill Smith, Corrections Department director. (In the first two cases, "commerce" and "corrections" are generic forms, while the last refers to a specific department.)

The SLED director is "chief." Directors of agencies whose names are not shortened generally should be handled like this: Joe Smith, director of the Department of Health and Environmental Control. However, public safety and juvenile justice can be moved in front of the name (Public Safety Director Jane Jones). Also OK is something like state parks Director Jane Jones and state health Director Jane Jones.

Dived: not dove for the past tense of the verb dive.

Drunk, drunken: Drunk is the adjective after "to be" verbs; drunken is the adjective before nouns: He was drunk. He was charged with drunken driving (not drunk driving). South Carolina's charge is driving under the influence (avoid use of DUI on first reference). However, it is common and permissible to say someone was charged with drunken driving or to call something a "drunken driving charge" (no hyphen) – just make sure the "influence" was alcohol, not drugs (in that case, "influence" and an explanation is the best combination). Try to work the formal charge in, but don't force it if there is no good place for it.

Due to: The old "rule" that this is not a substitute for *because* has been largely obliterated in common usage and it's now essentially pointless to change it as an editor. A careful writer, however, will be aware of the history that its preferred use is to show relationship when linked to a directly preceding noun, not a noun phrase or a verb phrase, through a linking verb: *His leaving is due to his illness* instead of *He is leaving due to his illness* (*because of* would be better there). Due to also indicates timing: The train is *due to* arrive late *because* of a blizzard.

Dutch Fork: The area of Richland County (and some parts of Lexington County) roughly on the west side of the Broad River to Lake Murray in the northwest part of the county. While Northeast Richland – that area out Two Notch Road past Interstate 20 – is capitalized as a region of the county, *northwest Richland* is lowercased as a direction because it is more commonly known as Dutch Fork.

E

EdVenture: See museums.

Elected officials (under the state constitution): South Carolina has nine statewide constitutional offices elected to four-year terms: Adjutant general, agriculture commissioner, attorney general, comptroller general, education superintendent, governor, lieutenant governor, secretary of state, and treasurer.

The office is capitalized when used before the officeholder's name, but generally not when used after or when standing alone. For example, it's the secretary of state's office, not the Secretary of State's Office; the attorney general's office, not the Attorney General's Office; the governor's office, not the Governor's Office; etc. The reasoning is that the staff and all the rest come as part of the constitutionally created elected office, not as departments separate from the elected official.

The exceptions are agriculture, education and adjutant general. All three are heads of clearly established separate departments:

Education superintendent: Heads the Education Department (which also reports to an appointed state Board of Education, as if that didn't complicate things).

Agriculture commissioner: Heads the Agriculture Department.

Adjutant general: Heads the Military Department, but in the vernacular, heads the National Guard (the only elected Guard commander in the nation). The Military Department has the S.C. Army National Guard, the S.C. Air National Guard and State Operations. The most well known parts of State Operations are the State Guard (not the National Guard) and the Emergency Preparedness Division. "General" is not a rank and is always spelled out. However, the person elected to that office traditionally has also assumed the rank of at least brigadier general. So it's Adjutant General Stan Spears, a brigadier general. Or: Brig. Gen. Stan Spears, the state's adjutant general. Do not pile up Adjutant General Brig. Gen. Stan Spears.

As with department names, use the shortened form (i.e.: education superintendent, not superintendent of education) whenever possible. (However, it is secretary of state, not state secretary.)

Ellipses (see also parentheses): Don't use ellipses to start or end quotes when they would be inside the quotation mark. Incorrect: "...I am not a crook," Nixon said; or The report said "... more than three quarters of those surveyed were unhappy." Eliminate the ellipsis and move the quote mark to the proper place. "I am not a crook," or "more than three quarters," etc.

Any sentence that can stand on its own, even if extracted from the middle of another sentence, should be capitalized and properly punctuated.

Sometimes we see this form, where the writer mistakenly thinks it is a run-on quote:

The president said, "We will not be left behind.

"That's the point I want to make to Congress," Bush said.

A quote mark should follow "behind." With the attribution in the second sentence, these become two distinct quotes, even if said back to back (and if not said back to back, they definitely should be clearly separated). Without the quote mark, you effectively have double attribution: The president said, "We will not be left behind. That's the point I want to make to Congress," Bush said.

But without that second attribution, this is correct, if the quotes indeed were back to back:

The president said, "We will not be left behind.

"That's the point I want to make to Congress."

See also **quotations**.

Expect: Expect is a transitive verb that takes an object. The preferred form is to use objective case and an infinitive: *I expect him to come tomorrow*. Considered a weaker form is the clause introduced by an implied conjunctive "that": *I expect (that) he will come tomorrow*. (See also "likely.")

F

Face/faces: A weak verb often misused. It does not mean "has to deal with down the road." It means to confront, acknowledge and accept. So you face your sentencing in court. But avoid the trite "he faces a possible sentence of" when the person has just been charged, or the weak headline *Mayor faces fraud charges* when hizzoner hasn't even been indicted or maybe has just been charged.

Blood alcohol: Don't hyphenate as an adjective (*blood alcohol level*) and do not use "percent" with the number. (AP, Ask the Editor, May 10, 2006.) As a percentage, toxicologists measure it as mass of alcohol (grams) per volume (100 milliliters or 1 deciliter). You will see "percent" often used in papers such as The State (AP says both forms are "acceptable", but we'll drop it for brevity since it is widely known and not strictly a percentage). Remember the zero to the left of the decimal is required. *Police said his blood alcohol was 0.08.* Do not abbreviate as "BAC." Make it clear in context.

webs

False possessives: Some object to giving possessive qualities to inanimate objects, such as General Motors' earnings and April's unemployment rate. But this produces unnecessarily stilted writing (the earnings of General Motors, the unemployment rate in April) and is often violated. The decision should be left to the writer unless the construction is unnecessarily weird.

Filed suit: Use the simpler *sued* whenever possible.

Fire department: See **police department** for capitalization and usage guidelines.

Fire Chief (differs from AP): Capitalize both words before a name, not just "chief."

Five Points: The retail and residential area along Harden, Devine, Blossom and nearby streets east of the railroad tracks and the USC campus. Spell out *Five* in all uses, including headlines. (Note, Five Points is relatively small; as you go east on Devine it quickly turns into the Shandon neighborhood.)

Flier: This is the preferred spelling for handbills and aviators, not "flyer."

For: Do not say someone has been arrested *for* something. That tends to convict. Say *arrested and charged with* or *arrested as a suspect in* or *charged in the ... of ...* etc.

Fractions: While AP says to convert to decimals whenever possible, don't automatically convert something like he walked 2 ½ miles or she was 2 ½ years old. Fractions are fine for numbers greater than 1 with a more conversational tone. Limit their use, however, to the "major" divisions: ¼, ½, ¾. Decimals are usually more prevalent in science and business stories.

Generally, decimals are used for less than 1 if the numeral is used. And the decimal should be preceded by a zero: 0.18 parts per million, for instance. If a fraction less than one is written out, then one-quarter, one-half, three-quarters, one-eighth, three-eighths, one-third, two-thirds, etc. Usually, other fractions are expressed as decimals, but if the fraction construction makes sense given the tone – or if it's in a quote ("I had three-sixteenths of my investment after the market crashed") – then leave it.

G

Gamecock/Gamecocks: Capitalize when referring to the USC official mascot or to a student, as in: "Gloria transferred from Newberry College last year and now is a Gamecock." The reference to the sports teams is the plural, Gamecocks. So it is "He is a Gamecocks quarterback," not "He is a Gamecock quarterback."

Garners Ferry Road: see **roads**.

Governor's Mansion: Both words capitalized, and note the apostrophe.

Governor's schools:

- **Governor's School for the Arts and Humanities:** Greenville.
- **Governor's School for Science and Mathematics:** Hartsville. (Use "and," not "&.")

Both are public, residential schools for juniors and seniors (except that dancers can attend the arts school for all four years) with rigorous entrance standards.

GPA: acceptable in all uses for grade-point average.

Graduated: Fine to use instead of "was graduated from" in most cases. *He graduated college in May.*

Grand jury, State Grand Jury: In most uses, "grand jury" should be lowercased – *the grand jury indicted him Thursday, the Clarendon County grand jury* – because there are multiple grand juries. However, in South Carolina, capitalize the *State Grand Jury*. It is a special grand jury that can be convened for only specific types of cases, generally drug and public corruption.

Graphics: Reasonably understood abbreviations may be used in tabular material: % for percent, Rd. for Road, S.C., USC, and figures for all numerals. However, introductory text follows the normal style, spelling out one through nine, percent, etc., where appropriate. Do not use abbreviations that could be confused (Richland Co. – is that County or Company?). (See **headlines** for more on abbreviations.) Acronyms and initialisms may be used on first reference in graphics accompanying a story that has the full name; however, the full name should be used on first reference in stand-alone graphics. (This reflects practices in The Carolina Reporter.)

Graphic explanation (the introductory text/graf): No abbreviations and write in complete sentences.

Graphic content (main body of graphic): Use abbreviations only when space is limited or for added simplicity or clarity. Do not use abbreviations, except "%," in text graphics with bullets – treat all the entries as plain text. When abbreviations are used, they must conform to AP style. (Example: All states must be in AP style – S.C., not SC.) Use abbreviations consistently within a graphic.

Graphic notes and sources: Follow the same style as the graphic content.

Numeracy terms in graphics: It is not enough to just cut and paste. If a website says something is "three times likelier (or three times more likely)," for instance, you need to **get the underlying numbers**. Usually "as likely as" is the correct term (see the **numbers** entry if you do not understand). DO NOT mix the terms *more likely* and *as likely* in the same graphic.

Greek Village: Capitalize when referring to the specific grouping of fraternities and sororities on the USC campus and, if applicable, on other campuses. The area, of about 20 fraternities and sororities as of 2010, is on the western edge of the campus bounded by Blossom Street and the railroad tracks. Lincoln and Gadsden streets run through it.

H

Half a, a half (n.), half- (adj.): A plane can crash a half-mile from the road (no need to say half a mile) and you can have a half-mile walk to get to it. *Half a* is preferred starting a sentence (*Half a dozen eggs won't feed us*) but not needed elsewhere. (He has *a half dozen* or he has *half a dozen* are both OK – but don't write *a half a dozen*.) In many other cases, "half a" is preferred – half a pie, not a half pie.

Headlines: Only the first word and proper nouns are capitalized. Avoid journalese, such as "hike," and vernacular, such as "kids" and "cops," except in very tight counts. General guidelines for abbreviations:

- Figures in all cases except zero, which is always spelled out, and where part of proper names: Ten Commandments, Five Points.
- States, etc.: U.S. U.N. and S.C. require periods (**this differs from AP.**). Avoid EU. Two-letter states (N.J., N.Y., etc.) allowed but not mandatory. These are more easily grasped at a glance. Other states may be abbreviated if context is clear and AP style allows. But no Ut. or Tx., for instance.
- % allowed, not required. The \$ is required, but do not use cents sign – word “cents” must be used instead. You may use M for million and B for billion in tight counts with no space between the figure and the letter (ex. \$4B loan/comes due/tomorrow).
- Directions: N., S., E. and W. when part of town/city names only (N. Myrtle Beach is OK, for instance. But you can't abbreviate the town of North). (Reasoning: Easily recognizable in context. But not so easy in other uses, such as "Bush heads to N.W." ... "Development in N. Columbia opposed" (that's a neighborhood, but not so widely known. Is that New Columbia or North Columbia?), or "Company moving to S.E.")
- Streets, etc.: Rd., Blvd., Cir. May be used. Do not use Dr. because of confusion with doctor. Interstate highway names may be shortened to "I-" as in "I-26."
- Agencies: Only the most absolutely recognizable: FBI, SLED, IRS, NCAA (in sports context). DHEC and NAACP (maybe), FDA, FCC, FAA, NTSB (getting iffier – only if context clear, tight count and no good alternative). No DOT, DOD, DOC, DOE, DNR. In business, things like GNMA, FDIC, might be OK if context is absolutely clear.)
- Other: CD or CDs, DVD or DVDs only in clear context for music. CD is a judgment call in a business story about certificates of deposit. IRA is also a judgment call in business stories dealing with individual retirement accounts (it also stands for Irish Republican Army). Generally avoid those and other alphabet soup.
- Do not use Co. for county. And do not shorten county names (no "Rich" or Lex," for instance).
- USC is OK where context is clear (but careful on sports stories, where it can be confused with Southern Cal). Never SG for student government and no abbreviations for campus buildings or for “professor” or “assistant” (in other words, no “prof” or “asst.”) Possible GPA if in context of grades and GA if in clear context of grading or graduate assistant. But, again, use very rarely, and it must be absolutely clear.

Highway names (see roads)

Highway Patrol: Always capitalized when referring to the state law enforcement agency that is part of the state Public Safety Department, as is the State Transport Police (see Transport Police, State). It's Highway Patrol trooper or troopers, not Highway Patrolman (or patrolmen). Do not capitalize “state.”

Hike: It's OK to use for sharp increase, but repeated use produces a staccato, trite construction. Increase and raise are still incredibly useful; use them often. Save hike to emphasize the sharpness of something, and then use it sparingly.

Hilton Head Island: The correct name of the town. Dropping "Island" is OK on second reference.

Hometown, comma with (we differ from AP): AP now uses commas around the "of" phrase in all uses, such as *Joe Smith, of Maumee, won Tuesday night's \$100 million lottery jackpot.* We remain with the style of not using such commas on first reference, taking our refuge in the New York Times, Callihan, and Rooney and Witte. The reasoning: This is a restrictive phrase referring to a specific Joe Smith. An age inserted into the construction does not change this (though note the age is set off by commas): *Joe Smith, 46, of Maumee won Tuesday night's \$100 million lottery jackpot.*

Three exceptions: 1) There is sufficient previous identification: *A suburban Toledo man won Tuesday night's \$100 million lottery jackpot. Joe Smith, of Maumee, said he buys tickets every weekend.* (This is a judgment call in some cases.)

2) In a second or subsequent reference. For instance, Joe Smith of Maumee is used early in a long story, or Smith somehow is otherwise clearly identified. Then, later the writer needs to reintroduce Smith, likely after numerous other people have been brought into the story. It would then be *Smith, of Maumee, said he won't quit work, but "I won't take no guff, either."*

3) The construction could imply a royal title: *Smith, the father of Howard, of Maumee, ...* (as opposed to "Howard of Maumee," which sounds like royalty). If the comma form becomes prevalent in the industry, we will reconsider.

Horry County: Myrtle Beach and surrounding area. The H is not pronounced, so it's an *Horry County woman* (warning: your spell-check may differ). In contrast, *historic* and *historical* take the article "a" because the *h* is pronounced.

Hospitals: The area's hospitals:

- Lexington Medical Center – West Columbia
- Moncrief Army Community Hospital (can be shortened to Moncrief Army Hospital)
- Palmetto Health: This system includes the following (except for the children's hospital, *hospital* is not part of the name and should be lowercased; in most cases on second reference, *hospital* is not needed, but it usually is used on all references with the children's hospital):
 - Palmetto Health Richland – north side of downtown
 - Palmetto Health Baptist – downtown
 - Palmetto Health Baptist-Easley (second reference may be Palmetto Baptist-Easley)
 - Palmetto Health Children's Hospital – on Palmetto Health Richland campus.
 - Palmetto Health Heart Hospital – on Palmetto Health Richland campus.
 - Palmetto Health Parkridge (an outpatient and office center near Irmo. Not a full hospital.)
- Sisters of Charity Providence Hospitals
 - Providence Hospital (near downtown)
 - Providence Hospital Northeast (Interstate 77 at Farrow Road)
 - Providence Heart Institute
- W.J.B. Dorn Veterans Affairs Medical Center (can be shortened to Dorn VA Medical Center, Dorn Veterans Affairs Medical Center, Dorn VA hospital, or, in certain contexts, the VA hospital)

Hospitals in other cities:

- Aiken Regional Medical Centers
- Augusta: Doctors Hospital – has the region's leading burn center. Note that it is Doctors without an apostrophe.
- Camden – KershawHealth Medical Center (no space in KershawHealth). The former Kershaw County Medical Center changed its name in 2009. The medical center is the actual hospital. The larger complex is known as the KershawHealth System.
- Charleston:
 - Medical University of South Carolina (MUSC allowed on second reference)
 - Roper Hospital
- Greenville
 - Greenville Hospital System: main hospital – Greenville Memorial Hospital
 - Bon Secours St. Francis Health System: main hospital – St. Francis Hospital
- Orangeburg: The Regional Medical Center of Orangeburg & Calhoun Counties (can be shortened to The Regional Medical Center in Orangeburg or a similar form that makes location clear)
- Spartanburg Regional Healthcare System: main hospital – Spartanburg Regional Medical Center
- Sumter: Tuomey Healthcare System: main hospital – Tuomey Regional Medical Center.

Hospital conditions: The commonly accepted conditions are fair, good, poor, serious and critical. Stable is not a condition – it describes a condition (he is critical but stable). If a hospital official insists, note that the American Hospital Association does not recognize it as a condition and tells hospitals to avoid using it alone – oh, and the most stable condition is deceased. Press for an AHA condition.

Host: No longer proscribed as a verb, but if the writer writes “play host to,” do not change it; that’s traditionally correct form. Likewise, if the writer uses *host* as a verb, don’t change it. An alternative can be *to hold*.

Hotels: Some of the major hotels in the area for which there can be confusion:

- Courtyard by Marriott – Across from the Coliseum. Former Holiday Inn-City Center.
- Governor’s House Hotel – Downtown at Lady and Main. Former Best Western, now a Rodeway Inn.
- Hilton – Opened August 2007. In the Vista near the convention center.
- Holiday Inn & Suites (Northeast) – The former Columbia Plaza Hotel was renovated in fall 2007.
- Hyatt Place – the former Amerisuites in Irmo.
- Marriott – The former Adam’s Mark on Hampton Street downtown.
- Radisson (Interstate 20 and Bush River Road) – Former Sheraton Hotel and Conference Center, and still referred to by some people as “the Sheraton.”
- Sheraton – The new Sheraton opened on Main Street in July 2008. It is in the Palmetto Building, built in 1913 as the city’s first skyscraper, and has 135 rooms.
- Townhouse Hotel, Gervais Street near USC. (not Town House)
- The Whitney: Older hotel in the middle of Shandon on Devine Street.
- The Inn at USC: Created around, and incorporating, a former family home built in 1912, it is across from the National Advocacy Center.

Hunting Island State Park (near Beaufort) but **Huntington Beach State Park** (near Murrells Inlet).

I

If/whether: The two are largely used interchangeably, yet as Garner and “Working With Words” still note, there is a useful distinction. *If* generally notes a conditional: *If you are coming, [then] let me know* (often shortened to: Let me know if you are coming.) In this sense, as Garner notes, the writer is saying let me know only if you plan to come. *Let me know whether you are coming* means let me know in all cases – coming or not. Working with Words has a useful test: Substitute *whether* for *if*, if *whether* works, that’s the word to use.

Impact: Avoid its use as a verb, except in a quote. Use *affect* or a similar word. Avoid the bureaucratic *negatively impact* (or worse, *negatively impact/affect*) for the simpler word *hurt*.

Include/includes: Generally avoid if you are giving the whole list. *Includes* implies you are listing only part. In a few rare constructions there is no way around it, however.

Innocent: See **not guilty**.

Inspector General: Capitalize before a name. A title, not a rank, so general should not be abbreviated. The plural is *inspectors general*.

In the wake of: So overused, now trite journalese. *Since* or *after* are better in almost all cases.

J

James Island: No apostrophe. (See also Johns Island, Sullivan’s Island.)

Johns Island: No apostrophe, based on the widely adopted style of The (Charleston) Post and Courier. (See also James Island, Sullivan's Island.)

J-school: The most widely used style is an uppercase J and lowercase "s". Short for journalism school. OK in headlines. In text outside a quote, be careful with the tone; J-school might not be appropriate.

K

Koger Center for the Arts: Koger Center is fine in context, after developer Ira Koger, not Kroger.

Kroger: the supermarket chain based in Cincinnati. *Not* Kroger's.

L

Last, past: Try to use terms such as the *past* week and the *past* month when possible. It generally is easy to say "for the past three months" or "the past three weeks." But it is much harder to think of anything useful for "last week" or "last month" (besides, this past week would be the immediately preceding seven days, this past month the immediately preceding 30). *Last year* is not always the same as *the past year*, the latter referring to the 12 months prior to the day of writing.

Legislative districts (we differ from AP): Following the practice of most S.C. papers, we use a state legislator's party affiliation and county. It's state Sen. John Courson, R-Richland, not state Sen. John Courson, R-Columbia (as AP would do). The county also may be easier for people to grasp.

Legislature: The formal name is the S.C. General Assembly. However, the shorthand form of "Legislature" has long been used by news media across the state and is capitalized when referring to the specific body: *The Legislature will decide Friday when to adjourn. It has struggled with the details for weeks.* (Note: Capitalize even if preceded by S.C., South Carolina or state; however, lowercase if referring to multiple legislatures – the South Carolina and Georgia legislatures.)

If General Assembly is used in a story, DO NOT capitalize the word "legislature" (that's AP style): *The S.C. General Assembly will decide Friday when to adjourn. The legislature has struggled with the details for weeks.* Note that General Assembly remains uppercase if standing alone (without the S.C.).

Lend, loan: Lend is the preferred verb form; loan the noun. You lend me a loan.

License tags: Avoid "tags" alone or with "license" as unnecessarily faddish, unless in a quote. Otherwise, "plates" and "license plates" does just fine.

Likely: Authorities remain split on "likely" as an adverb in usages such as *He will likely come tomorrow.* Likely has generally been considered an adjective with the better construction "is likely to," as in *He is likely to come tomorrow.* An ungainly – but long-favored – construction with likely as adverb requires another modifier (*He will very likely come tomorrow.*) For our purposes, either form is correct: He will likely or He is likely to. But be aware the split remains among usage mavens.

Lizard's Thicket: Columbia-based restaurant chain; serves country cooking. Note the apostrophe.

Lower Richland: A region of the county to the east and southeast, along U.S. 76/Garners Ferry Road toward Sumter. It is capitalized. Lower Richland High School serves the area.

M

Malls: Major Columbia malls/shopping centers – Columbiana Centre (note spelling), Interstate 26 at Harbison Boulevard; Columbia Place, at Decker Boulevard and Two Notch Road; Midtown at Forest Acres (former Richland Fashion Mall), Forest Drive at Beltline Boulevard. All are enclosed. A major

open-air shopping center is the Village at Sandhill (not Sandhills), at Clemson and Two Notch roads. Columbiana Centre is partly in Richland and partly in Lexington counties, which means differing hours for some parts of the mall because of the counties' differing blue laws. It is in Columbia, not Irmo, because of Columbia's controversial annexation of a strip along the Broad River to get to Harbison.

McEntire Joint National Guard Base: The name of the former McEntire Air National Guard Station as of 2005. (Some maps show the old name.) It is east of Columbia on U.S. 76. (Some websites show it as Joint National Guard *Station*, but a spokesman confirms *Base* is the correct designation.)

Mic or mike?: Use *mic* for the shortened form of microphone, as in "open-mic night." While this usage rankles some, Garner and others say it clearly has become more common.

Mishap: Accidents that kill or injure people are not mishaps. A mishap has minor consequences.

Motor/engine: A motor is powered by an external source; an engine internally. However, while the AP still distinguishes a car engine, the term has become so interchangeable that we can use a car's engine or, when the vernacular is appropriate, a car's motor. But it's an electric motor and a plane's engine.

Museums: The major museums in the area and correct spellings:

- Columbia Museum of Art (on Main Street). Do not shorten; use the phrase *Columbia art museum* only as a descriptive.
- EdVenture Children's Museum. May be referred to simply as EdVenture if the context is clear. On Gervais Street in front of the State Museum at the Congaree River bridge.
- McKissick Museum. At the end of the Horseshoe in the old library on the USC campus.
- S.C. (or South Carolina) State Museum. State Museum may be used in all references without the S.C. In part of an old mill at Gervais and Huger streets along the Congaree River.
- Confederate Relic Room. Now part of the State Museum.

N

Neighborhoods: North Columbia should be capitalized as a formal area in Columbia, even though it encompasses several neighborhoods. Some other neighborhoods: Arsenal Hill, Eau Clair, Elmwood Park, Earlewood (sometimes called Earlewood Park, but generally used without the "park"), Shandon, Eastlake and Cottontown-Bellevue. A complete list is at www.columbiasc.net/neighborhoods.

News conference: Instead of "press conference" in deference to electronic and other media, although "press secretary" is still widely used. But "freedom of the press" and "Meet the Press."

Newspaper names: Don't use quote marks or italics. Include "The" if it is part of the formal name on the first reference. On second reference, lowercase "the" except for *The State*, where "The" remains uppercased to distinguish it from state government.

Here are the correct names of area newspapers as reflected in the SCPA directory or the papers' websites, or as used by AP.

When the city is not part of the name, it can be inserted in parenthesis: The Herald of Rock Hill is also The (Rock Hill) Herald. When there is no "the" in the name, such as the Herald-Journal of Spartanburg, the form "the Spartanburg Herald-Journal" can be used in body copy, although the longer "of" form (the Herald-Journal of Spartanburg) is preferable.

Aiken Standard
Anderson Independent-Mail
The Augusta (Ga.) Chronicle
Beaufort Gazette
Bluffton Today

The Charlotte (N.C.) Observer
The Post and Courier of Charleston
The State of Columbia
The Morning News of Florence
The Greenville News
the Index-Journal of Greenwood (lowercase "the" as of October 2010)
The Island Packet of Hilton Head
The Sun News of Myrtle Beach
Times and Democrat of Orangeburg
The Herald of Rock Hill
The Daily Journal and Messenger of Seneca (It's really The Daily Journal serving Seneca and The Daily Messenger serving Clemson, but they are the same paper coming out of the same shop with the same website, etc.)
Herald-Journal of Spartanburg
The Item of Sumter
the Savannah (Ga.) Morning News
The Union Daily Times

None: The distinction between *none is* and *none are* maintained in the AP stylebook has largely vanished. However, be aware that as Brooks, Pinson and Wilson note, *none is* has been drilled into so many schoolchildren that it would seem odd to many people. Use *none is* for "not one" and *none are* for "not any" or "no two." *None of the children on the bus was hurt when it crashed* would be preferable meaning not one of the children was hurt. But there will be disagreements.

North Auxiliary Airfield: The World War II era airfield now used largely for training by C-17 crews near the town of North. On second reference: North Field. It has two runways: 12,000 and 3,000 feet. <http://www.charleston.af.mil/library/factsheets/factsheet.asp?id=4075> (As only the military can put it: "North Auxiliary Airfield is a truly unique experience for those permanently assigned here ...")

North Carolina: Spelled out in stories when standing alone or as an adjective. Use N.C. only when paired with a city or town or in a headline.

Northeast Richland: An area of the county out along Two Notch Road northeast of Interstate 20 toward Pontiac. Spring Valley and Ridgeview High Schools primarily serve the area. Although there is a Richland Northeast High School, development has spread to the point where that school really is now more in the city and is on the edge of what is popularly called Northeast Richland (and sometimes is written Northeast Richland County – note that Northeast still is capped). The term can also stand alone in some cases as *Northeast* or *the Northeast* in proper context. Sometimes called Richland Northeast, which can be used unless there is confusion with the high school.

See **Dutch Fork** for information about northwest Richland County and **Lower Richland** for southeast Richland County.

Not guilty: Now generally used instead of *innocent*. Be very careful not to drop the *not*. (Innocent is seen as implying a person must prove his or her innocence, which is not true in our court system.)

NPR: As of mid-2010, the former National Public Radio has changed to just initials for all references.

Numbers (see also *include, over and ranges*): Readers often are not trying to get the specifics but more a sense of proportion related to something they can identify with. For instance, "1.76 million" probably is not as easily digested as "almost 1.8 million" or, even better and where appropriate, "almost 2 million" (However, do not reflexively round everything up to the nearest whole million; there might be good reason to go to a decimal point.)

It rarely is necessary to go more than one digit after the decimal point, even in business earnings stories. (In polling, for instance, AP advises in reporting survey results that the results themselves should be rounded to a whole number – to do otherwise implies a precision that is not there. But the margin of error can be rounded to the first decimal place).

For very small numbers, it is almost always better to use a ratio or rate. For instance 0.001 (note that you always need the zero before the decimal point) is better as “one in 1,000.” And instead of saying something increased by 50 percent, say it increased by half; instead of saying it increase by 100 percent, say it doubled. Think in terms of thirds, halves and quarters.

Something cannot decrease by more than 100 percent.

Do not confuse *times larger than* with *times as large as*. The number 200 is one time *larger than* 100 but twice *as large as*. When people use *times larger than* they generally mean *as large as*; you should, as a writer, query the source or, if an editor, query the reporter. Make sure you understand clearly the context in which the term is being used. Washington Post national copy desk chief Bill Walsh suggests ditching the *times larger than* construction.

Similar cautions attach to *as likely* and *more likely* when dealing with relative risk, which often is found in science, medical and similar stories where rates must be compared. To use Sarah Cohen’s example, if one-third of black applicants are rejected for mortgages and one-eighth of white applicants, then blacks are more than 2 ½ times *as likely* (a ratio: $0.333/0.125=2.664$) or more than 1 ½ times *more likely* (a percentage change of percentages without multiplying by 100: $(33.3-12.5)/12.5=1.664$) to be rejected.

Also, avoid the *-fold increase* constructions, as in a *twofold increase*. Does that mean something is twice as large, or three times as large (the original, plus a twofold increase)? As Walsh notes, if even editors can’t agree on what this means, why would we inflict this on readers?

Spell out or use figure?: Generally, numerals less than 10 are spelled out and 10 or greater are always figures (unless the number is spelled out as the first word of a sentence). However, there are many exceptions, and you should read AP carefully. One of the most confusing is *distance vs. dimension*. Distances follow the one-to-nine rule: He took a five-mile walk; she ran three miles. Dimensions (height/depth, weight, liquid measure) take figures in all uses: 6 inches of snow, 8 feet long, 6 yards wide, 5 pounds, 3 ounces of milk – but note the style on the piece of lumber called a *two-by-four*. Confusion can set in when above yards, however. Is something 5 miles wide or five miles wide? Is it a 6-acre farm or a six-acre farm? Use the numerical form (5 miles wide, 5 miles by 4 miles, a 6-acre farm). Figures are always used with millions, billions, trillions, etc., and with any dollar/cents amounts (unless the numbers begin a sentence): 5 million, \$1, 3 cents (but note the idiom: *two cents’ worth*). See also **ages** and **ranges**.

O

Office of Regulatory Staff: A state agency created in 2004 to represent the public interest in utility regulation before the state Public Service Commission. Do not use ORS in news stories.

Over: People argue **about** things. For time periods, determine the sense. If comparing “end points,” then over can be acceptable. (The company’s earnings increased 10 percent over the past two years.) But when talking about something that has continued, use during. (He went to class just 10 times **during** the past year.) The AP admonition that *more than* instead of *over* should be used with numbers is now largely ignored in favor of more substantial issues on the copy desk. Usage expert Bryan Garner calls the prescription a “baseless crotchet.” We don’t enforce the difference.

P

Participial phrases: We never will stamp out misplaced participial phrase, nor should we try in the case of the predicative participle. But we should seek better alternatives whenever practical. Remember, a participial phrase is an adjective and is supposed to go *before* the word it modifies.

There are two major problems:

- The phrase is before a word it does not modify: *Running down the street, his hat fell off.* This says his hat was running down the street. This is called a dangler.
- The floater (the predicative phrase): This gets stuck on the end of the sentence in an ill-advised attempt at journalistic shorthand, often displacing what would be a simple past or present tense.
 - Joe Grimaud kicked off his campaign today, *promising to talk to everyone in the district.* The participial phrase (italics) should properly start the sentence, because it modifies Joe Grimaud. But that would back in, especially in a lede.
 - So better: Joe Grimaud kicked off his campaign today *and promised* to talk to everyone in the district. That sentence also moves along more easily.

However, the predicative has a long history, and sometimes no good alternatives exist absent a complete rewrite. So there may be compelling reasons to let it go and move on. This most often happens when the phrase actually does not modify anything in the sentence: *The tennis courts are too hard, causing most shots to go astray.* Changing that to *and cause* really is not correct because the courts aren't causing the shots to go astray, the hardness is. Best is a restructure: *Because the tennis courts are too hard, most shots go astray.* This is a simple rewrite. But on deadline you are guaranteed to come across (or write) one that is not that easy to decipher. So the best thing to do is avoid such phrases or at least learn when they can be used correctly.

Parentheses [or brackets]: Generally avoid parenthetical expressions and bracketed material, especially in quotes.

Every time we put a parenthesis in copy, and especially in a quote, we invite the reader to question our motives, to wonder what we took out, and to stop for even just a second, which invites him or her to leave what we've written and go somewhere else. Merrill Perlman, former director of the New York Times Wire Service, put it well. "Ellipses and brackets in quotes are dishonest," she said. "The reader has no way of knowing what you took out and what you paraphrased. And in every single instance there is a way around it." (See also **ellipses**.)

- One of the most annoying uses is beginning a quote with parenthesis: "(But) it's nothing serious" or "(The chairman) is going to have to step down," etc. Move those words outside the parenthesis and pick up the quote afterward.
- If you have parentheses in the middle of a quote, you should ask yourself whether that is the best quote you have, or the best form of the quote. Should it be set up better to eliminate the parenthetical material? Should you get into it in a different place to eliminate such material?

Using brackets or parentheses in quotes almost always shows an inadequate setup for the quote. Never fall so in love with a quote that you have to use parentheses or brackets to make it work — it usually doesn't once you get done with it. The use of brackets, in particular, has become so annoying that there is an entire American Copy Editors Society annual meeting session on how to avoid it.

If you must know, brackets are supposed to indicate completely new material inserted into a quote. Parentheses indicate you are replace one or more words with others. But our readers probably don't have a decoder ring.

Parole/probation: The AP entry can be misleading. Someone can be sentenced to jail or prison time, followed by probation. AP's entry seems to indicate probation is only a substitute for jail or prison time in the entirety. In the case of incarceration, then probation, the probation is essentially being used to substitute for what would be a longer prison sentence. Parole, on the other hand, generally means early

release on the promise of good behavior, and while a parolee is under supervision and must report to a parole officer, parole generally is treated differently than probation.

Patriots Point: not Patriot's Point.

Petit theft: The legal term in South Carolina is "petit," not "petty."

Pled: Colloquial past tense. Use *pleaded*.

Police Chief: Capitalize both words before a name.

Police department: Follow AP and capitalize as Police Department when referring to a specific department, with or without the town or city name. (Follow the same reasoning on fire department.) In jurisdictions where the formal name is not police department, but something like Public Safety Department, "police department" becomes descriptive and should be lowercased in all uses.

Polls and surveys: The AP has an extensive entry worth reading on the questions you should ask about polls and surveys. Be wary of Internet-based polls and those taken by telephone using a recorded voice. See also "20 Questions a Journalist Should Ask about Poll Results" at the National Council on Public Polls <http://www.ncpp.org/?q=node/4>

- **Margin of error:** Although Wickham ("Math Tools for Journalists") and others make cogent arguments about why margin of error should be presented as "percent" and not "percentage point," the AP has codified the use of "percentage point" (as has the New York Times). So for harmony, we will use that form, too.
- **Rounding:** The basic results should be rounded to the nearest whole number. Margin of error can be rounded to one decimal place.

President: (see also Chairman, Chief Executive): Capitalize before a name when referring to the officer of a company or the president of the United States. When standing alone, it is lowercase.

Press conference: see news conference.

Prosecutor: In South Carolina and the federal system, not a formal title, so do not capitalize before a name. See Solicitor and U.S. Attorney.

Proved: is the preferred verb form, not proven: *They have proved the UFO's existence.* **Proven** is the adjective: *It's a proven remedy. The remedy is proven.* But, *The remedy has been proved effective.*

Q

Quotations (see also abbreviations and titles in quotations, attribution and parentheses): Do not change wording without consulting the reporter, a senior editor, instructor or graduate assistant, as appropriate. In JOUR333, do not delete any attribution without checking.

Do not combine a partial and full-sentence quote with the same attribution. Split them:

Incorrect: *He said the lightning "was like a white ball of fire. It knocked me back on my knees."*

Correct: *He said the lightning "was like a white ball of fire."*

"It knocked me back on my knees," he said.

(Or you can do it this way: *The lightning "was like a white ball of fire," he said. "It knocked me back on my knees."* The problem with this is that it can produce change of voice problems if a quote from someone else follows. See below.)

This backing a partial up to a full is often a problem with verbs other than said (such as call or label). *He called it "the worst accident I've ever seen. Everything was just twisted like a pretzel."* He

didn't "call" it "Everything was just twisted like a pretzel." He called it "the worst accident I've ever seen" and then said "Everything was twisted like a pretzel."

So the correct way: *He called it "the worst accident I've ever seen."
"Everything was just twisted like a pretzel," he said.*

Change of voice

Avoid backing a quote from one person up against another:

*The lightning "was like a white ball of fire," Smith said. "It knocked me back on my knees."
"It was the darndest thing I've ever seen," Jones said.*

Momentarily the reader can think it is Smith saying "It was the darndest ..." So you can handle it in one of two ways. First, you can move the attribution: *Jones said it was "the darndest thing I've ever seen."* Or, if you have a multisentence quote (or one with a lot of phrases and clauses), you can often summarize the first part and use the last part as a quote: *"I've been watching lightning for 35 years. It was the darndest thing I've ever seen," Jones said, becomes, Jones said he has watched lightning for 35 years and "it's the darndest thing I've ever seen."*

Quotations marks and continuing quotations:

Correct: *Johnson told the council, "We can't wait any longer.*

"It's time we moved forward quickly."

Correct: *Johnson told the council, "We can't wait any longer."*

"It's time we moved forward quickly," he said.

Incorrect: *Johnson told the council, "We can't wait any longer.*

It's time we moved forward quickly," he said.

The quotation mark should not have been dropped from the beginning of the second sentence when that sentence is attributed separately. Once you introduce that second attribution, the quote stands on its own (even if it was said directly after the first one) and must start and end with quote marks. The quote before it must also have an ending quote mark.

See also **ellipses**.

R

Racecar: One word in keeping with racehorse, raceway, racecourse, etc. AP tends to use it as one word.

Radio stations: Most are better known by their marketing names (such as Foxy 103 or Hot 102.5). It's OK to use that, but get the actual call letters in somewhere high in the story. No need to use -FM or -AM with the call letters, unless two stations have the same call signs, but to help the reader, try to mention what band it is on. Station call letters change so frequently, it is best to double-check. Try also to provide the exact frequency.

Ranges: For vote counts, use "to" if either side is 1,000 or greater: So 225-113 but *1,210 to 113*. For other ranges, stick with "to" in all cases to avoid confusion. (While 20-30 people might be easily grasped, is 3-8 percent three to eight or three-eighths? There is possible momentary confusion. So 20 to 30 people, 3 to 8 percent.) It's not an issue when numbers are spelled out — always use "to."

For dates, use the hyphen: *Jan. 6-8*.

Beware of false ranges, such as "The pies to be judged ranged from cherry to lemon."

From often is not needed with *to*, but *between* takes *and*. Technically, "between 50 and 80 people attended means 49 to 79. While it might be recognized idiomatically, using *to* (50 to 80 people) often is

smoother and more correct. When you are using multiple ranges, make sure they don't overlap or leave a gap: *91-100 is an A, 81-90 is a B, 71-80 is a C, and below 70 is an F.* (What happened to "70"?)

Reform: Beware of this word. It connotes positive change and this is the politician's favorite. However, that family losing welfare benefits probably doesn't see a positive change. Be a journalist, not a stenographer; reserve "reform" for when most everyone agrees the change is positive.

Regions: Those of South Carolina we capitalize and recognize as distinct areas:

Upstate: Generally west and north of the line formed by Cherokee, Union, Laurens, Greenwood and Abbeville counties.

Midlands: The swath of counties generally from Fairfield and Kershaw in the north through Aiken, Edgefield, Barnwell and McCormick in the west and including Sumter County. Chester County sometimes is listed, but less and less as the Charlotte metro area expands.

Pee Dee: That area east of Columbia and around Florence, from Chesterfield, Marlboro and Dillon in the north then south through Williamsburg and Clarendon. Lee sometimes included. This is the state's tobacco-growing region.

Grand Strand: The sun-fun region of Horry and Georgetown counties, especially along the coast.

Lowcountry (sometimes seen as Low Country, but we use one word): That lower quarter of the state from Charleston to Beaufort and then along the Savannah River through Jasper, Allendale and Hampton counties. In other words, the counties generally south of Orangeburg.

York, Lancaster and Chester counties are just increasingly part of the Charlotte metro area.

Remember, these areas are not homogeneous. Western Horry County, for instance, is much more like the Pee Dee than the Grand Strand. But we use the county lines as convenient demarcations.

Note: We do not recognize *piedmont* as a formal area. It is a transition zone between the Midlands and Upstate. It remains lowercase.

Roads

- Beltline Boulevard (not Belt Line, although some phone book entries have it that way).
- Bush River Road – This includes what on some maps and in some phone book entries is Old Bush River Road. The post office has changed its addressing to eliminate what used to be known as Old Bush River Road from St. Andrews Road to the Lake Murray Dam and now calls both sections – from Broad River Road to St. Andrews and from St. Andrews to the dam – simply Bush River Road. Convert any Old Bush River listings in the phone book to conform. There also is a formal "Old Bush" on the maps, north of the lake, toward Chapin. They all used to be one road, before the dam.
- Garden Dale (subdivision) but Gardendale (the street)
- Garners Ferry Road (not Garner's Ferry)
- Greystone Boulevard, not Graystone, Gray Stone or Grey Stone
- Huger Street (pronounced Hew-gee)
- St. Andrews and St. Andrews Road (not St. Andrew's, the name of the cemetery and church)
- Two Notch Road – there are separate Two Notch Roads in Lexington and Richland counties.

For numbered roads:

- Use U.S. instead of U.S. Highway where appropriate (i.e., U.S. 76 instead of U.S. Highway 76).
- Use *state Highway x* or *S.C. x*, not *S.C. Highway x* (state Highway 6 or S.C. 6). Don't use *state Road*, *state Route* or *just Route* (except if used in a quote). Route is more common in the Northeast.
- In those rare cases where needed, use *county Road x* (using the full county name when appropriate).
- If a road has more than one highway designation, the U.S. highway takes precedence, and use the lowest number. So U.S. 76/378 is referred to simply as U.S. 76. In a federal/state highway combination, the federal highway should be used. This may be modified by local custom in

some areas, so check to be sure and then, if you are a writer, CQ it in copy so the editor knows not to change.

- **Interstate highways:** Although The State and some other papers use only the "I," we'll continue with AP style that you use *Interstate* on first reference (Interstate 26, for instance). Once you have spelled out *Interstate*, you can use *I-* for all other references, even if the number changes. (*Once they get off Interstate 20, they hope to race up I-77 and hit I-81 by nightfall.*) The "I-" form can be used in all cases in headlines.

S

Sandhill Research and Education Center: Operated by Clemson. At Clemson and Two Notch roads in Northeast Richland (note, not "Sandhills"). "Sandhill" alone may be used after first reference.

Says or said?: Generally, use *said* for harder news stories and *says* for feature stories. That is not hard and fast, and you should use whichever one is most appropriate. Once you have established a tense, generally stick with it. Tense shifting can be appropriate in some cases, but consult with your editor or instructor. As editors, do not wantonly change tenses.

Savannah River Site, the (SRS): A federal nuclear weapons complex in Barnwell and Aiken counties run by a private contractor for the Energy Department. It made tritium and worked with plutonium. Its weapons-producing days ended and its reactors were shut down, mostly in the 1990s. A massive environmental cleanup is under way. Can use SRS on second and subsequent references. SRS may be used on first reference if the name is spelled out quickly in second reference.

Scana Corp.: Not SCANA (see *company names*). An energy and utility-holding company in Columbia.

SCE&G: Acceptable on second reference for South Carolina Electric & Gas Co., a Scana Corp. subsidiary. SCE&G can be used in a complicated lede or sentence on first reference if the full name comes quickly on second reference.

School districts: Use figures. Shortened forms, such as Richland District 1 or Richland 1, may be used in context. School District 5 of Lexington and Richland Counties may be referred to as Lexington-Richland District 5 or Lexington-Richland 5. Where appropriate, the county reference may be dropped, such as District 5 on second reference.

Secretary of State (state): Capitalized before a name, lowercased in all other uses. Do not shorten to "state secretary." See also **elected officials**.

Secretary of state's office: Lowercased in all uses. See *elected officials* (also AP - *office*) for explanation.

September 11: (exception to AP) When referring to the terrorist attacks, spell out the month. This distinguishes the event from the date, much as we use July Fourth instead of July 4. *Many people died in the September 11 attacks.* However, it is Sept. 11, 2001. Although AP allows it, avoid 9/11, except in quotes and tight-count headlines.

Sex/gender: Sex refers to physical characteristics – male or female. Gender refers to a person's identity and is a much more complicated concept (experts say there are multiple genders). Sexual orientation is yet a third concept. The terms are not interchangeable; do not fling them about lightly.

Shag. Capitalized. South Carolina's official state dance. Its origins generally are considered to be in the Grand Strand and the clubs of the Myrtle Beach area. Also capitalize Shagger for the person who does the shuffling dance.

Shandon: One of Columbia's original suburbs, just east of Five Points. The original neighborhood is known as "Old Shandon" and is on the National Register of Historic Places. It is generally bounded by Devine, Maple and Santee streets and Millwood Avenue. A later area south of Devine Street was known as the Shandon Annex, but now is often called Shandon as well.

Sheriff's office/department? South Carolina has sheriff's offices and sheriff's departments. Check to make sure which is which when writing and editing. Locally, it's the Richland County Sheriff's Department and Lexington County Sheriff's Department, but the Calhoun County Sheriff's Office. Follow AP and capitalize Sheriff's Office or Sheriff's Department when referring to a specific department, even if no county name is given.

Since used for because: These are largely interchangeable unless there could be confusion. For instance, a sentence like *Since I stopped cooking, I don't eat well.* Does that mean the time reference (I haven't eaten well since I stopped) or a cause-effect (I haven't eaten well because I stopped.)? Judge from context and change as appropriate.

Sneaked, not snuck.

So-called: *The so-called "Charleston 5"* is redundant. Drop so-called or the quote marks.

Solicitor: An elected position. Capitalize before a name; lowercase when standing alone. It's an uncommon term, especially to someone from outside the state, so use "prosecutor" or some similar derivation first, or quickly explain afterward.

Sonoco Products Co.: Packaging maker based in Hartsville. One of South Carolina's few Fortune 1000 companies. On second reference, Sonoco.

South Carolina or S.C.?: Using S.C. paired with the indefinite article is a problem: Some people will want to read it as "an S.C.," stressing the way the letters are pronounced, while others will want "a S.C.," stressing that S.C. really means South Carolina. However, more papers are using the abbreviation to save space and conform to the use of U.S. as a noun and modifier. Our guidelines:

- S.C. may not be used as a noun. This includes the construction S.C.'s. While the AP now allows U.S. to be a noun, the same thing has not extended to state abbreviations.
- Where it is not preceded by an article, S.C. may be used as an adjective, including beginning a sentence, such as "S.C. Highway Patrol spokesman Joe Smith says ..." However, if the writer spells out South Carolina, there is no mandate for the editor to change it.
- S.C. may (not a mandate) be used when the definite article *the* precedes it. (The S.C. man is going on a trip ... The S.C. Supreme Court ruled Tuesday, etc.)
- Use *South Carolina* where the article is indefinite (A South Carolina man is going on a trip).
- S.C. is used only when necessary for clarity after the name of a city or town in this state (He now lives in Charleston, S.C., but once lived in Charleston, W.Va.). However, generally the state abbreviation is not used with cities or towns in the same state, even in datelines.
- S.C. should be used in headlines in most cases (S.C. man wins lottery), though exceptions can be made where the full form helps make count in a better headline.

Also note: The abbreviation is S.C. (with periods), not SC (the postal code), even in headlines and graphics, for consistency. (See also: **state abbreviations/names**)

So that: This is the correct form when the sense you want is a "clause of purpose." Do not use a comma in such cases. Incorrect: *Hodges should have finished the bill earlier, so legislators could consider it.* Correct: *Hodges should have finished the bill earlier so that legislators could consider it.*

South Financial Group Inc., The: This was largest bank holding company based in South Carolina until it got into financial trouble and was bought by Canada's TD bank in 2010 for 28 cents a share.

Spokesperson/spokespeople: The AP still mandates distinguishing spokesman and spokeswoman when it refers to a single person. We'll stick with that advice because it remains the way many newspapers do it. *Spokespeople* is just plain awkward. If you refer to two or more where the sexes are not known, or where those cited are of different sexes, then use *representatives* or a similar term.

Sports – high school classes: Use Class 1A, Class 2A, Class 3A, etc, not Class A, Class AA, etc.

Stamp/stomp: The preferred American term is *stamp* for the motion an animal makes when it raps its foot sharply against the ground. Thus, the preferred idiom is "stamping ground," not "stomping ground," for denoting a meeting place (from the idea of where animals gathered). *Stomp* is used more to signify what is done during a severe beating, specifically kicking and stepping on someone or something.

Standing room: Give him standing room. This is the standing-room section. It's standing room only in here. The game was sold out; it was a standing-room-only crowd. (Note the hyphenation.)

State (when capitalized as part of a department name – see department names)

State abbreviations/names: Spell out all states, including North Carolina, as adjectives (except that "S.C." can be used with "the," as in "the S.C. man" - see **South Carolina** for restrictions on its use with "a/an"). Spell out all states, including South Carolina, as nouns except as indicated in **headlines**.

State Guard: Not shorthand for the S.C. Army or Air National Guard. This is a separate group under the adjutant general called the South Carolina State Guard.

State House (exception to AP): Two words, common usage at many South Carolina papers.

State officials: see elected officials and director entries.

Sullivan's Island: Not Sullivans as used by the U.S. Postal Service and the state Transportation Department map. This is widely used style in South Carolina papers. (See also James Island, Johns Island and *towns and cities* list.)

Suspect: Police or prosecutors must actually identified someone (even if they don't make the name public) to have a suspect. So it is not "Police say the robbery suspect fled in a white car" if the police have not actually identified someone. Instead, "Police said the robber fled in a white car." Use suspect once someone is named. (And don't call someone a murderer in this construction. Use killer – "Police said the killer ran away," not "Police said the murderer ran away.")

T

Tea party: Lowercase as *tea party* in references to the general populist political movement that grew before the 2010 elections and helped give Republicans control of the U.S. House. Use capitalized form for any of the actual organizations formed under the tea party umbrella. Supporters are *tea partyers* (note the "y," not "ie.") Example: *As an early tea party supporter, he helped form the Tea Party Express.*

Television stations: Try to use the call letters, not the channel number, on first reference. (If the channel number is more important, use it first, but make sure the call letters follow quickly.) If the channel number is used, it should be the over-the-air channel, not cable (the cable channel can vary based on the company). Here are Columbia TV stations and their affiliations.

WIS, 10, NBC WLTX, 19, CBS WOLO, 25, ABC WRLK, 35, PBS
WZRB, 47 CW WACH, 57 Fox WKTC, 63 (38) WNXG**
(*WKTC is actually licensed to Sumter. **WNXG is branding for low-power translator WD67DP, a Telemundo affiliate.)

Then: It most commonly is an adverb not a conjunction) and takes a conjunction (usually *and*) or a semicolon when connecting independent clauses:

- Flawed: *Smith and Jones finished the job, then Jones went home.*
- Correct: *Smith and Jones finished the job; then Jones went home.* Or: *Smith and Jones finished the job, and then Jones went home.*
- Often seen, but flawed: *Smith and Jones finished the job, then went home.*
- Preferable: *Smith and Jones finished the job and then went home.*

When *then* is used as an adjective, it need not be hyphenated if it modifies the word that directly follows (the then mayor said budgets would be cut). However, it more commonly is used as a phrasal adjective and hyphenated. (The city had money, but then-Mayor Joe Smith said budgets would be cut.)

Theater, not theatre, unless part of a building (Longstreet Theatre) or organization (Department of Theatre and Dance) name.

The Township: The Richland County-owned auditorium on Taylor Street. Style: *The Township auditorium* or just *The Township* if context is clear. As an adjective, you can just use *Township* as long as the proper name already has been used: *But critics say Township maintenance has lagged.* (However, it would be "maintenance of The Township," which often is the clearer form.)

Top priority: Superfluous, favorite of politicians: "My top priority will be ..." As opposed to bottom priority? *Priority* alone usually conveys the meaning.

To try to: Preferred American idiom. The British use *to try and*.

Towns and cities: We use the state Transportation Department map as the first arbiter on place names and the postal service's ZIP Code guide as the backup, except as noted elsewhere in this style guide. A list of cities and towns in South Carolina and the counties they are in is at the end of this guide. Charlotte is the only town or city outside of South Carolina that we allow without a state abbreviation. (Augusta and Savannah still take Ga.) Cities and towns within South Carolina should not be followed by S.C. unless there would be confusion.

Trailer: Use "mobile home."

Transport Police, State: Part of the state Public Safety Department along with the Highway Patrol. Transport Police officers enforce truck safety. Capitalized in all uses, like Highway Patrol. Unlike the patrol, "State" is capped.

Trend: Use this term only when you are sure it is a trend. Especially avoid it for changes over only one period (for instance, an increase in auto accident deaths over one year is troubling, but not a trend). Two data points over time are still suspect. It usually take at least three over a reasonable time, and pointing in the same direction – and even then, be skeptical.

U

UNC campuses: North Carolina and University of North Carolina refer to the school in Chapel Hill. Other campuses: In news stories, generally spell out first reference (the University of North Carolina at

Wilmington, or something similar). On second reference, generally use UNC- before the name. There is some variation on this, but for consistency, stick with UNC-Wilmington, UNC-Charlotte, etc. In sports, North Carolina-Wilmington, UNC-Wilmington, etc. can be used on first reference. After that it can be Wilmington, Charlotte, etc. (UNC-Charlotte is starting to be called Charlotte, but for now we'll stick with the UNC.)

Unnamed: Those we use as sources have names; we just choose not to use them, or the police don't give them out. So it's an *unidentified* source, not an unnamed one, an *unidentified* victim, not an unnamed one. And police *won't identify* someone, not *won't name* them (ma and pa get that job).

U.S. Attorney (see also Assistant U.S. Attorney): Capitalized before a name, lowercased (except for U.S.) in all other uses.

- *U.S. Attorney Strom Thurmond Jr.* But: *Strom Thurmond Jr. is U.S. attorney.*
- Strom Thurmond Jr. runs *the U.S. attorney's office* – not U.S. Attorney's Office or U.S. Attorney's office (see AP – "office")
- *Federal prosecutor* is not a title and should not be capitalized.

USC: Use common sense. In much of what we write, USC is clear from context – to our local audience. Still, in this networked world, the person reading the story might be halfway around the world. So: 1) Try to use "University of South Carolina" on first reference. But if it will gunk up a lede or make a sentence awkward, use USC. Just work the full name in later. The AP allows USC to refer only to the University of Southern California, to avoid confusion. In our work, the potential for that would be more likely in sports stories, where the "other" USC is more likely to crop up. But again, use common sense. And do not change USC to the University of South Carolina if "USC" is part of the name of a tournament, etc.

USC Upstate: The former USC Spartanburg.

V

verbs, parallelism of (and "reported speech"): While sentence tenses should be parallel, journalists often modify that when paraphrasing a quote. Strictly, in this sentence, *He said he would go to the store tomorrow*, some editors in "reported speech" insist that *would* is the correct tense because *said*, as the verb in the independent clause, sets the tense of the verb in the dependent clause. However, as Callihan notes, "There is some controversy over the tense to be used in direct quotations and indirect quotations." Brooks and Pinson note, "We are left wondering whether the speaker in fact *will* do so or only *would* under certain conditions."

The more widely used practice: In an indirect quotation keep the tense the speaker originally used. *He said he will go to the store tomorrow* (though your spell checker is likely to suggest *would*). Insisting on strict parallelism probably would bring you puzzled — or worse — stares from many editors.

W

Wal-Mart: Note the hyphen. For consistency and simplicity, we'll stick with this style for now. As of mid-2009, AP adopted a style of Wal-Mart when referring to the corporation (Wal-Mart Stores) and Walmart (the company's new logo) when referring to the actual stores. However, this can produce a mixture inside a story that looks disconcerting at best and that has many copy desks re-evaluating AP style simply because of the tedious work needed to make sure everything conforms, not to mention those cases where a reference could be interpreted either way.

Web addresses: Every major Web browser now puts the `http://`, so it no longer is required with a Web address in text (however, it usually is included in separate link lists). Continue to use `ftp://` in those rare cases where it is needed.

Make sure you know whether a **www** is required to access the website. Not all Internet sites are on the World Wide Web, while some, such as www.datelinecarolina.org, cannot be reached without it. If a **www** is required, it must be included. Not having it is considered a factual/name error.

How to check: Type the address into your browser without the **www**. If you reach the site, look at the result in the address bar. If it now has a **www**, include that. (Sometimes you can reach a **www** site without typing in **www**, but if it returns the **www** as its actual address, that is the preferred way to reach it.) If you can't reach the site by typing in the address without the **www**, type it with the **www**. If you reach the site then, you also need to include the **www**.

Avoid breaking Web addresses across lines. If you must break, do it after a slash. If there is no nearby slash, break it at an underscore. But better is to use a link-shortening service like TinyURL, Notlong.com, Is.gd or Bit.ly. Do not break words, punctuation, etc.

An editor must check all Web addresses; nothing generates complaints like sending someone to a dead link or, worse, a porn site. (The same goes for telephone numbers.) A bad Web address, like a bad phone number, is a factual error and brings an F in some classes.

While: Acceptable as a substitute for "although." *While he's the richest man in the valley, he still drives a Rambler.* Be aware of remaining opposition in some quarters, but unless there is a clear confusion with the time-related meaning, it's fine.

Williams-Brice Stadium: Use the hyphen traditionally used by the state's news media, although the hyphen not is included on some USC maps.

BROADCAST STYLE

There are some differences in broadcast style to keep in mind:

Ages: Like ranks and titles, if they are used they generally go before the name. John Jones, 57, in newspaper style becomes 57-year-old John Jones. The reasoning here is that before you hit the listener (who must process the information very linearly) with an unfamiliar name, you set him or her up with the title and age, thus providing some context for the name.

Contractions: Follow the same guidance as for newspaper style, but be careful with the contractions for “not.” Listeners and viewers may have trouble hearing the “nt.” Using *not* often is the better way. As for the others, think of how difficult they are to say, especially when paired with the words to be used before and after them.

Initialisms: You write them as you would say them, with dashes to set the letters off. So F-B-I ... D-J-J ... D-HEC.

Middle initials: Almost never used on broadcast unless so much a part of the name (Johnny –B– Goode for instance), that it is inseparable in listeners’ and viewers’ minds.

Numbers: Newspapers spell out from zero to nine. Broadcasters spell out from zero to eleven. The reason is that 0 looks too much like the letter O and that 11 in some typefaces looks too much like two of the lowercase “l” (el or eye).

It is traditional to precede the words million and billion with the letters (m) and (b) to help the newsreader.

For numbers with decimals, try not to use the decimal. For instance, instead of “one-point-five (m) million” say “one and a half (m) million.” See the numbers entry in the main style guide for a discussion of the proportion concept and apply it even more vigorously in broadcast where the listener and viewer cannot go back and reread a number to digest it.

Quotes: seldom useful when spoken by the anchor (that’s why we have sound bites and video clips.) But if needed to make a point, you must make sure you set them up and distinguish them for the listener and viewer. Essentially, you have to verbalize those “air quotes.”

- Nixon said — quote — “I am not a crook.”
- Nixon said in his own words — “I am not a crook.”
- As Nixon put it — “I am not a crook.”

The last two seem a little smoother.

Ranks and Titles: All abbreviations are written out. Brig. Gen. becomes Brigadier General. Lt. Gov. is Lieutenant Governor. Also, in most cases the title is put before the name (state Attorney General Charlie Condon *not* Charlie Condon, the state attorney general)

COLLEGE PUBLICATIONS (InterCom and similar marketing and promotional publications. This does not include Carolina News, the Carolina Reporter or reporting or copy-editing classes.)

The University of South Carolina has a style detailed in the university's "University Publications: Editorial Style Guide." However, because our audience consists of media professionals often used to AP style, we use a blend. If there are specific questions beyond the modifications here, consult the university's style guide (http://www.sc.edu/webpresence/editorial_guide/), and if not there, use AP style:

InterCom and similar publications aimed for a mostly professional audience – quick reference:

- Generally follow AP style. This includes NOT capitalizing "university," "college" and "school" when they stand along but refer specifically to parts of USC. This is different from university style. However, J-school (note the capped-"j.")
- Newspaper names and other composition titles: *Italics* in all uses, even if AP does not call for putting the name in quote marks or italics.
- Dr. should be used for those who hold the doctorate. It should be repeated with the name on subsequent references (Dr. Smith, not just Smith).
- Professor is capitalized before a name for all ranks (follows university style). It is not repeated subsequently before the name. See **academic titles**.
- If the person is an instructor or lecturer, use that title (capitalized) in front of the name instead of professor. Adjuncts should be referred to as *adjunct instructor*, and the term should not be used as a title. Put it after the name: Jane Jones, an adjunct instructor in journalism.
- Use the AP style of adviser, not USC's of advisor.

Academic degrees: It's bachelor's degree, master's degree, doctorate. But Bachelor of Arts, Master of Arts, Doctor of Philosophy. In text, do not abbreviate to BA or MA, unless in lists, such as alumni notes. And the abbreviation used is BA and MA without periods, unlike AP style, which uses periods. However, Ph.D. gets periods in all uses.

Academic departments, capitalization: We follow AP and USC style and do not capitalize college, school, etc., when using a shortened form, such as journalism school. But we capitalize the School of Journalism and Mass Communications, the School of Library and Information Science and the College of Mass Communications and Information Studies.

See in the main style guide **Academic sequences, majors, SJMC** for more information on the sequences and majors in the school and their proper form and capitalization.

Academic titles: On college campuses, people take their titles seriously. Get them right. On first reference, use the person's full name and Dr. or title.

- Use Dr. for those who hold the doctorate. Repeat with the name on subsequent references (Dr. Smith, not just Smith).
 - Do not assume that everyone who is a professor has a doctorate, nor that someone who is not a professor does not have the doctorate. If there is any question, ask.
 - There is no need to distinguish between types of doctorates in most uses. However, make sure you know the exact type. In a list, for instance, we would distinguish between a Ph.D. and an Ed.D.
 - A J.D. (juris doctor – law degree) is not considered a doctorate in this sense. Neither is an honorary degree. Dr. is generally not used in those cases.
 - If a person is a dean, use that in place of Dr., if appropriate (see more on "Dean" below).

- Professor is capitalized before a name and is used even if the person is an assistant or associate (follows the university style guide instead of AP). It does not matter what degree the person holds. "Professor" is not repeated subsequently before the name.
 - Example (Smith does not have the Ph.D. If she did, we would use Dr. Smith on second reference): *During the meeting, geology Professor Joe Jones questioned using brick on the building. Dr. Jones said it was not realistic. Instructor Jane Smith said it was most cost-effective. Smith said it could save \$200,000.*
 - If it is important to distinguish, put the exact rank after the name and do not use Professor in front. Example: *During the meeting, Joe Jones, an assistant professor of geology, questioned using brick on the building. Dr. Jones said it was not realistic.*
 - There generally are no gradations for things like instructor or lecturer, but occasionally you will run across a "senior instructor" or a "senior lecturer."
 - Treat "visiting professor" as a title equivalent to Professor. Capitalize it before a name.
 - Do not pile titles, such as Professor Dr. Joe Jones. Make it Professor Joe Jones as shown above and then designate the Dr. on second reference.
 - It does not matter what degree the person has; if he or she is an assistant, associate or full professor, then Professor (capitalized) is used before the name.
- Do not capitalize "professor" when it is not in front of a name.
- If the person is an instructor or lecturer (or senior instructor or senior lecturer), use that title (capitalized) in front of the name instead of professor. Adjuncts should be referred to as *adjunct instructor*, and the term should not be used as a title. Put it after the name: *Jane Jones, an adjunct instructor in journalism*. Wrong: *Adjunct Jane Jones ...*
- If the person is a dean, *Dean* should be used before the name and repeated on subsequent references.
 - Do not, however, do this if the person is an associate or assistant dean. In those cases, use Dr. before the name, if appropriate, and use the exact rank afterward as soon as possible (Dr. Steve Smith, associate dean for student services, says ...)
 - If the person does not have a doctorate, use the name only followed by the rank.
- Other titles: *Development Director xxxx xxx* (shortened from "Director of Development"), *Student Services Director xxxx xxxxx*, etc. Last names only on subsequent references.
- Use "the" with Rev. (conforms with AP, but a slight departure from USC). "Rev." is not a title but a shortened form of the adjective and requires the article. Use only the last name on subsequent references (following AP over USC).

Accent and diacritical marks: Use Anglicized spelling and punctuation in most cases unless a person requests the marks be used as part of his or her name.

Advisor/adviser: Use advisor in university communication, following its style. However, use adviser, AP style, in InterCom, iSight and similar publications because of the nature of our audience.

CMCIS: College of Mass Communications and Information Studies. Generally spell out on first reference. CMCIS may be used in headlines. Avoid overuse in text – can quickly become trite. (Note that *communications* is plural.)

College: (For internal publications and those not aimed at a professional audience. Do not do this for InterCom or and similar alumni publications whose audience is largely professional.) Capitalized in all uses, which includes standing alone, when referring to the College of Mass Communications and Information Studies.

Composition titles: Use italics where AP says to use quotation marks. In keeping with AP, do not italicize reference works, but in a departure from AP, do italicize newspaper names.

Course names: Follow the entry in the general section of this guide. However, because the publications are aimed at those more familiar with the university system, the use of course abbreviations (JOUR333 vs. Journalism 333) is more likely.

Flier: The preferred term for handbills and aviators. Avoid "flyer."

Former: Unlike AP, university style lowercases a title that follows "former," treating it as part of a compound adjective. *However, because of the nature of our audience, follow AP style and capitalize the title:* former President Andrew Sorensen, not former president Andrew Sorensen.

J-school: The shortened form of journalism school. Note the capitalized J but lowercase "s."

Newspaper names: Because the Columbia newspaper is so well-known in our main service area and among our graduates, we generally refer to it only as The State. We use The (Columbia) State only when necessary for clarity. Unlike AP style and the earlier "newspaper names" entry in the main section of this style guide, newspaper names are *italicized* in school and college publications.

School: (For internal publications and those not aimed at a professional audience. Do not do this for InterCom or similar alumni publications whose audience is largely professional.) Capitalized when it stands alone referring to the School of Journalism and Mass Communications or the School of Library and Information Science (in stories with both, make clear which is being referenced). However, it is "the journalism school" and "the library school."

Seasons, semesters: Both are lowercased – fall 2009, for instance, **not** Fall 2009 for the semester.

SJMC, SLIS: May be used for references to the School of Journalism and Mass Communications and the School of Library and Information Science. However, as with any abbreviation, do not overdo in text.

Theater: Use the "er" spelling except when referring to a specific building (Longstreet Theatre) or organization (Department of Theatre and Dance).

University: (For internal publications and those not aimed at a professional audience. Do not do this for InterCom and similar alumni publications whose audience is largely professional.) Capitalize when referring to the University of South Carolina, even when standing alone.

Check the university style guide at http://www.sc.edu/webpresence/editorial_guide/index.html for things not covered here.

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A list of cities and towns in South Carolina and which counties they are in (**bold-county seat**):

Abbeville, Abbeville

Aiken, Aiken

Allendale, Allendale

Anderson, Anderson

Andrews, Georgetown and Williamsburg

Arcadia Lakes, Richland

Atlantic Beach, Horry

Aynor, Horry

Bamberg, Bamberg

Barnwell, Barnwell

Batesburg-Leesville, Lexington and Saluda

Beaufort, Beaufort

Belton, Anderson

Bennettsville, Marlboro

Bethune, Kershaw

Bishopville, Lee

Blacksburg, Cherokee

Blackville, Barnwell

Blenheim, Marlboro,

Bluffton, Beaufort

Blythewood, Richland

Bonneau, Berkeley

Bowman, Orangeburg

Branchville, Orangeburg

Briarcliffe Acres, Horry

Brunson, Hampton

Burnettown, Aiken

Calhoun Falls, Abbeville

Camden, Kershaw

Cameron, Calhoun

Campobello, Spartanburg

Carlisle, Union

Cayce, Lexington

Central, Pickens

Central Pacolet, Spartanburg

Chapin, Lexington

Chappells, Newberry

Charleston, Charleston

Cheraw, Chesterfield,

Chesnee, Spartanburg

Chester, Chester

Chesterfield, Chesterfield

Clarks Hill, McCormick

Clemson, Anderson and Pickens

Clinton, Laurens

Clio, Marlboro

Clover, York

Columbia, Richland and Lexington

Conway, Horry

Cope, Orangeburg

Cordova, Orangeburg

Cottageville, Colleton

Coward, Florence

Cowpens, Spartanburg

Cross Hill, Laurens

Darlington, Darlington

Denmark, Bamberg

Dillon, Dillon

Donalds, Abbeville

Due West, Abbeville

Duncan, Spartanburg

Easley, Pickens

Eastover, Richland

Edgefield, Edgefield

Editso Beach, Colleton

Ehrhardt, Bamberg

Elgin, Kershaw

Elko, Barnwell

Elloree, Orangeburg

Estill, Hampton

Eutawville, Orangeburg

Fairfax, Allendale and Hampton

Florence, Florence

Folly Beach, Charleston

Forest Acres, Richland

Fort Lawn, Chester

Fort Mill, York

Fountain Inn, Greenville and Laurens

Furman, Hampton

Gaffney, Cherokee

Galivants Ferry, Horry

Garden City, Horry

Gaston, Lexington

Georgetown, Georgetown

Gifford, Hampton

Gilbert, Lexington

Goose Creek, Berkeley and Charleston

Govan, Bamberg

Gray Court, Laurens

Great Falls, Chester

Greeleyville, Williamsburg

Greenville, Greenville

Greenwood, Greenwood

Greer, Greenville and Spartanburg

Hampton, Hampton

Hanahan, Berkeley

Hardeeville, Jasper

Harleyville, Dorchester

Hartsville, Darlington
Heath Springs, Lancaster
Hemingway, Williamsburg
Hickory Grove, York
Hilda, Barnwell
Hilton Head Island, Beaufort
Hodges, Greenwood
Holly Hill, Orangeburg
Hollywood, Charleston
Honea Path, Abbeville and Anderson
Inman, Spartanburg
Irmo, Lexington and Richland
Isle of Palms, Charleston
Iva, Anderson
Jackson, Aiken
Jefferson, Chesterfield
Johnsonville, Florence
Johnston, Edgefield
Jonesville, Union
Kershaw, Lancaster
Kiawah Island, Charleston
Kingstree, Williamsburg
Kline, Barnwell
Lake City, Florence
Lake View, Dillon
Lamar, Darlington
Lancaster, Lancaster
Landrum, Spartanburg
Land, Williamsburg
Latta, Dillon
Laurens, Laurens
Lexington, Lexington
Liberty, Pickens
Lincolnton, Charleston
Little Mountain, Newberry
Livingston, Orangeburg
Lockhart, Union
Lodge, Colleton
Loris, Horry
Lowndesville, Abbeville
Lowrys, Chester
Luray, Hampton
Lyman, Spartanburg
Lynchburg, Lee
McBee, Chesterfield
McClellanville, Charleston
McColl, Marlboro
McConnells, York
McCormick, McCormick

Manning, Clarendon
Marion, Marion
Mauldin, Greenville
McCormick, McCormick
Mayesville, Sumter
Meggett, Charleston
Moncks Corner, Berkeley
Monetta, Aiken and Saluda
Mount Carmel, McCormick
Mount Croghan, Chesterfield
Mount Pleasant, Charleston
Mullins, Marion
Myrtle Beach, Horry
Neeses, Orangeburg
Newberry, Newberry
New Ellenton, Aiken
Nichols, Marion
Ninety Six, Greenwood
Norris, Pickens
North, Orangeburg
North Augusta, Aiken
North Charleston, Berkeley, Charleston and
Dorchester
North Myrtle Beach, Horry
Norway, Orangeburg
Orangeburg, Orangeburg
Pacolet, Spartanburg
Pacolet Mills, Spartanburg
Pageland, Chesterfield
Pamplico, Florence
Parsville, McCormick
Patrick, Chesterfield
Pawleys Island, Georgetown
Paxville, Clarendon
Peak, Newberry
Pelion, Lexington
Pelzer, Anderson
Pendleton, Anderson
Perry, Aiken
Pickens, Pickens
Pineridge, Lexington
Pinewood, Sumter
Plum Branch, McCormick
Pomaria, Newberry
Port Royal, Beaufort
Prosperity, Newberry
Quinby, Florence
Ravenel, Charleston
Reevesville, Dorchester
Richburg, Chester

Ridgeland, Jasper

Ridge Spring, Saluda

Ridgeville, Dorchester

Ridgeway, Fairfield

Rock Hill, York

Round O, Colleton

Rowesville, Orangeburg

Ruby, Chesterfield

St. George, Dorchester

St. Matthews, Calhoun

St. Stephen, Berkeley

Salem, Oconee

Salley, Aiken

Saluda, Saluda

Santee, Orangeburg

Scotia, Hampton

Scranton, Florence

Seabrook Island, Charleston

Sellers, Marion

Seneca, Oconee

Sharon, York

Silverstreet, Newberry

Simpsonville, Greenville

Six Mile, Pickens

Smoaks, Colleton

Smyrna, York

Snelling, Barnwell

Society Hill, Darlington

South Congaree, Lexington

Spartanburg, Spartanburg

Springdale, Lexington

Springfield, Orangeburg

Starr, Anderson

Stuckey, Williamsburg

Sullivan's Island, Charleston

Summerton, Clarendon

Summerville, Dorchester

Summit, Lexington

Sumter, Sumter

Surfside Beach, Horry

Swansea, Lexington

Sycamore, Allendale

Tatum, Marlboro

Taylors, Greenville

Tega Cay, York

Timmonsville, Florence

Travelers Rest, Greenville

Trenton, Edgefield

Troy, Greenwood

Turbeville, Clarendon

Ulmer, Allendale

Union, Union

Vance, Orangeburg

Varnville, Hampton

Wagener, Aiken

Walhalla, Oconee

Walterboro, Colleton

Ward, Saluda

Ware Shoals, Abbeville, Greenwood and
Laurens

Waterloo, Laurens

Wellford, Spartanburg

West Columbia, Lexington

Westminster, Oconee

West Pelzer, Anderson

West Union, Oconee

Whitmire, Newberry

Williams, Colleton

Williamston, Anderson

Williston, Barnwell

Windsor, Aiken

Winnsboro, Fairfield

Woodford, Orangeburg

Woodruff, Spartanburg

Woodside, Greenville

Yemassee, Beaufort and Hampton

York, York