Writing Style Guide Survey

Please indicate which options best represent the way you actually write. Don't worry about what is "right" or "wrong."

CAPITALIZATION

How do you capitalize headlines, titles, and secondary section subheads in reports, proposals, fact sheets, and articles?

☐ I capitalize the first letter of most words.

Examples:
Camoin Associates Named Top Economic Development Firm in the Nation

2022 Capital Region of Michigan Regional Economic Resiliency Strategy

Housing Needs Assessment and Market Analysis Study

☐ I lowercase all the words, except for the first word and any proper nouns, names, etc.

Examples:
Camoin Associates named top economic development firm in the nation

2022 capital region of Michigan regional economic resiliency strategy

Housing needs assessment and market analysis study

☐ Other (explain) _____

☐ I have no preference

Do you capitalize all or most words in bulleted lists, charts and graphs?

☐ Yes

Examples:

Stakeholders interviewed will include those:

- Within Important Business Sectors Identified in the Baseline Assessment
- From Major Commercial and Retail Real Estate Brokerage Agencies (or Key Property Owners)
- From Relevant Public and Private Agencies

- Influential Others as Identified by Chamber Staff and the Steering Committee

Specialized Skills	Baseline Skills
Repair	Communication Skills
Hand Tools	Physical Abilities
System Applications and Products (SAP)	Problem Solving
Scheduling	Detail-Oriented
Customer Service	Microsoft Office
5S Methodology	Microsoft Excel
Forklift Operation	Positive Disposition
Manufacturing Processes	Teamwork / Collaboration

☐ No – I only capitalize the first letter of the first word

Examples:

Stakeholders interviewed will include those:

- Within important business sectors identified in the baseline assessment
- From major commercial and retail real estate brokerage agencies (or key property owners)
- From relevant public and private agencies
- Influential others as identified by chamber staff and the steering committee

Specialized Skills	Baseline Skills
Repair	Communication skills
Hand tools	Physical abilities
System Applications and Products (SAP)	Problem solving
Scheduling	Detail-oriented
Customer service	Microsoft Office
5S Methodology	Microsoft Excel
Forklift operation	Positive disposition
Manufacturing processes	Teamwork / collaboration

☐ Other (explain) _____

☐ I have no preference

Which statement is true for you?

☐ I always capitalize the "c" in City and County, the "t" in Town, and the "s" in State when they stand alone in a sentence.

Example: After adopting the new strategy, the County experienced a resurgence of interest from industrial businesses in the region looking to expand their operations within the State.

☐ I never capitalize the "c" in City and County and the "s" in "State" when it stands alone in a sentence. I only capitalize them when they're part of a full, formal name.

Example: Meriwether County experienced a significant population reduction after its primary employer, ACME Gas, relocated to Missouri. The state took notice when 65% of the long-time residents of the county's largest city, Edgewood, relocated to find work.

☐ I have no preference

When capitalizing hyphenated words in a <u>report title or blog headline</u>, I:

☐ Capitalize both words unless they are articles, prepositions, coordinating conjunctions OR if the first element is a prefix that could not stand on its own (pre, anti) OR if it is the second and/or third element in a number that is spelled out (Twenty-five)

☐ Capitalize both words no matter what kind of words they are (Example: Long-Term Impacts of COVID-19 on the Health Care Industry)

☐ Only capitalize the first word; always lowercase the second (Example: How to Achieve Short-term Workforce Goals in Rural Areas)

☐ I have no preference

Should formal industry/sector names and job titles be capitalized in all uses?

Examples:
The region's strengths in Advanced Manufacturing and Transportation, Warehousing, Logistics, and Wholesale can support the future growth of one another.

The largest gap between regional job openings and completions is in the Nursing Aide program with a gap of 1,454. Other hiring gaps are for Registered Nurses, Certified Nursing Assistants, Pharmacy Technicians, and Health Care Management.

☐ Yes

☐ No

☐ It depends (explain) _____

☐ I have no opinion

PUNCTUATION

Which statement is true for you?

- ☐ I always use an Oxford comma before "and" and "or" at the end of a list of <u>more than two things</u>. Example: Nicole uses pens, <mark>paper, and</mark> Oxford commas.

- ☐ I never use an Oxford comma before "and" and "or" at the end of a list of <u>more than two things</u>. Example: Nicole uses pens, <mark>paper and</mark> Oxford commas.

- ☐ It depends (explain) _____

Do you typically put spaces around an em dash in a sentence?

An em dash (—) is most often used to indicate a pause in a sentence and can replace a comma, colon or parentheses.

Example with spaces: When the food was finally delivered — nearly three hours after it was ordered — she decided she no longer wanted it.

Example without spaces: When the food was finally delivered—nearly three hours after it was ordered—she decided she no longer wanted it.

- ☐ Yes

- ☐ No

- ☐ I have no preference

Do you typically put spaces around a forward slash in a sentence? (/)

Example with spaces: He usually works in the family room / home office. It was a yes / no answer.

Example without spaces: He usually works in the family room/home office. It was a yes/no answer.

- ☐ Yes

- ☐ No

- ☐ I have no preference

Should initializations/acronyms have periods after each letter in all uses?

Examples:
U.S.A. and U.S.

E.D.A.

I.E.D.C

☐ Yes

☐ No

Which statement is most true for you?

☐ I prefer to use contractions (didn't, wasn't, isn't, etc.) in sentences all the time.

☐ I prefer to never use contractions and always spell out the words (did not, was not, is not, etc.).

☐ It depends (please explain) _____

☐ I don't have a preference

How do you write titles of shorter works such as articles, poems, short stories, episode names, and book chapters or sections?

☐ I italicize them

☐ I put them in double quotation marks

☐ I underline them

☐ Something else (please describe) _____

How do you write titles of longer works such as magazines, books, movies, newspapers, television shows, and podcasts?

☐ I italicize them

☐ I put them in double quotation marks

☐ I underline them

☐ Something else (please describe) _____

DATES & TIMES

How do you prefer to write dates in the main <u>body text</u> of emails, reports, proposals, and plans? (select all that apply)

- ☐ December 18, 2022
- ☐ Dec. 18, 2022
- ☐ December 18th, 2022
- ☐ Dec. 18th, 2022
- ☐ December 2022
- ☐ December, 2022
- ☐ 18 December 2022
- ☐ December 18
- ☐ Dec. 18
- ☐ 12/18/22
- ☐ 12/18/2022
- ☐ Other _____
- ☐ I have no preference

How do you prefer to write dates in <u>charts and graphs</u>? (select all that apply)

- ☐ December 18, 2022
- ☐ Dec. 18, 2022
- ☐ December 18th, 2022
- ☐ Dec. 18th, 2022
- ☐ 18 December 2022
- ☐ 12/18/22
- ☐ 12/18/2022
- ☐ 12-18-22
- ☐ 12-18-2022
- ☐ December 2022
- ☐ December, 2022
- ☐ December '22
- ☐ 12/22
- ☐ 12/2022

- ☐ 12-22
- ☐ 12-2022
- ☐ Dec 2022
- ☐ Dec '22
- ☐ Other _____
- ☐ I have no preference

How do you prefer to write times? (select all that apply)

- ☐ 6 AM
- ☐ 7PM
- ☐ 8:30am
- ☐ 9 p.m.
- ☐ 10:30 A.M.
- ☐ Other _____
- ☐ I have no preference

When a time is at the top of the hour, what do you prefer to do?

- ☐ Include :00
- ☐ Leave :00 out

ONE WORD OR TWO?

Which do you prefer?

- ☐ Work force
- ☐ Workforce
- ☐ It depends (explain) _____
- ☐ I have no preference

- ☐ Healthcare
- ☐ Health care
- ☐ It depends (explain) _____
- ☐ I have no preference

- ☐ Stormwater
- ☐ Storm water
- ☐ It depends (explain) _____
- ☐ I have no preference

- ☐ Childcare
- ☐ Child care
- ☐ It depends (explain) _____
- ☐ I have no preference

- ☐ Hometown
- ☐ Home town
- ☐ It depends (explain) _____
- ☐ I have no preference

- ☐ Backyard
- ☐ Back yard
- ☐ It depends (explain) _____
- ☐ I have no preference

ABBREVIATIONS, INITIALIZATIONS & ACRONYMS

How would you write the state name in the following sentences?

The research proves that the housing market in Middlesex, _____ , has been extremely volatile this past year.

- ☐ Massachusetts
- ☐ MA
- ☐ Mass.
- ☐ It depends (explain) _____
- ☐ I have no preference

She moved to _____ in 2009 to go to college and to be closer to her grandmother.

- ☐ Massachusetts
- ☐ MA
- ☐ Mass.
- ☐ It depends (explain) _____
- ☐ I have no preference

How do you prefer to write acronyms when used in a sentence?

- ☐ I always spell out any acronyms in the first use with the acronym in parentheses after it.

  Example: The United States Economic Development Agency (EDA) awarded $50,000 to the City of Fredricksburg to complete its resiliency strategy. The funding could only be used to help support small businesses in the city, per the EDA's grant requirements.

- ☐ I only use the acronyms and never spell them out first.

- ☐ I never use acronyms and only spell them out.

- ☐ It depends (explain) _____

- ☐ I have no preference

NUMBERS

How do you prefer to write phone numbers?

- ☐ (512) 777 5045
- ☐ (512) 777-5045
- ☐ 512-777-5045
- ☐ 512.777.5045
- ☐ 512 777 5045
- ☐ Other _____
- ☐ I have no preference

How do you prefer to write numbers in sentences? (select all that apply)

I worked for a seven-county region EDO.
I worked for a 7-county region EDO.
We moved to New Hampshire three years ago.
We moved to New Hampshire 3 years ago.
She explained how it worked forty-two times.
She explained how it worked 42 times.
Our house was built one hundred years ago.
Our house was built 100 years ago.
The city was home to 2.5 million people.
The city was home to 2,500,000 people.
One is the loneliest number.
1 is the loneliest number.
I have no preference

How do you prefer to write ordinal numbers in a sentence? (select all that apply)

His barbequed chicken won first prize at the county fair.
His barbequed chicken won 1st prize at the county fair.
I was sixth in line at the Apple Store.
I was 6th in line at the Apple Store.
We lived on Third Street when I was in elementary school.
We lived on 3rd Street when I was in elementary school.

MONEY

How do you prefer to write large sums of money <u>in a sentence</u>? (select all that apply)

- ☐ $10,000
- ☐ $10k
- ☐ $10K
- ☐ $1,500,000
- ☐ $1.5 million
- ☐ $1.5m
- ☐ $1.5M
- ☐ $1,200,000,000
- ☐ $1.2 billion
- ☐ $1.2b
- ☐ $1.2B
- ☐ It depends (please explain) _____
- ☐ I have no preference

How do you prefer to write large sums of money <u>in a chart or graph</u>? (select all that apply)

- ☐ $10,000
- ☐ $10k
- ☐ $10K
- ☐ $1,500,000
- ☐ $1.5 million
- ☐ $1.5m
- ☐ $1.5M
- ☐ $1,200,000,000
- ☐ $1.2 billion
- ☐ $1.2b
- ☐ $1.2B
- ☐ It depends (please explain) _____
- ☐ I have no preference

Do you prefer to include the cents in whole dollar amounts in a sentence? (Example: The new development cost the county $17,000,000.00 to build.)

- ☐ Yes

- ☐ No

PERSONAL PRONOUNS

When the gender of an individual isn't known or isn't being specified in a sentence, which do you prefer to use:

- ☐ he/she or him/her

  Examples:
  Each team leader is responsible for his/her team.

  Every student should do the best he/she can.

- ☐ they/them/their

  Examples:
  Each team leader is responsible for their team.

  Every student should do the best they can.

- ☐ Other (please specify) _____

- ☐ I have no preference