## Old Guard Bulletin Manual

This manual summarizes the purposes of the Old Guard Bulletin, procedures and processes for achieving these purposes, and content/style guidelines.

### Old Guard Bulletin Purposes

The main purposes of the Bulletin are to inform members of the Summit Area Old Guard of events and activities of interest, and to promote these events and activities so as to encourage interest and participation among present and prospective members.

### Old Guard Bulletin Content

The Bulletin should contain, but not be limited to, the following:

Directors Message: Each issue of the Bulletin includes a short Director’s message to the membership. The Vice Director provides the message in the February and September issues.

Program schedule for the following month, including:

* Name of Program Chairman for that month;
* Weekly topic and speaker;
* Summary of topic content;
* Movie title (from Visual Aids Committee Chairman).
* Preview of program schedule for the subsequent month.
* Items of special interest, such as brief descriptions of Old Guard historical events, member achievements, or membership statistics obtained from Historical, Personnel Statistics, and other Committees.
* Names of Director, Vice Director, Editor, and Editor of the Month.
* Dates and times for trips, theatre parties, and other special events.
* Dates, times, and results for bridge, golf, and other continuing activities.
* Directory changes, prepared and furnished by Database and Directory Committee, including:
* New member names, addresses, special interests, email, and telephone numbers;
* Changes in addresses and telephone numbers;
* Changes in non-resident status and vice-versa;
* Losses by resignation or death.

Special Editions: December: Director’s Bio; January: Vice Director’s Bio; February: Directory, Annual Review inserts; September: Ladies Day; October: Volunteer Questionnaire; April: Dunning notices.

Note: Traditionally, the Old Guard Historian writes the Director’s and Vice Director’s bios.

### General Proofreading Guidelines

### Proofreading Marks

Following are a few of the most commonly used proofreading marks:

|  |  |
| --- | --- |
|  | delete |
|  | insert a space |
|  | take out space |
|  | transpose |
|  | capitalize |
|  | lower case |
|  | period |
|  | leave this in |
|  | Insert something, e.g. comma |
|  | Insert something, e.g. apostrophe |

**Example**: Every Wednesday Morning the bridge players assemble at the St. Johns Lutheran Church in Summit to play match point duplicate bridge.

**Content** and **Process** are the two overriding editorial concerns of Bulletin Committee members in proofreading each issue of the *Old Guard Bulletin*. The first concern has to do with what gets into the Bulletin, the second with how it gets there:

* **Content:** Major concerns here have to do with the eight characteristics defining good expository writing: completeness, unity, sequence, focus, accuracy, correctness, tone, and conciseness. Translating these concepts to, say, a properly proofread Director’s Message, this message would contain all the Director’s key ideas, with like ideas kept together and properly sequenced and highlighted. These ideas would be verifiable and stated in proper grammatical and syntactic form. The tone of the message would be one of friendly enthusiasm and, given the amount of material in each bulletin, verbiage would be kept to a minimum.
* **Process:** The proofreading process is democratic in nature, with no editorial changes made without approval of the majority of attending Committee members. Deadline pressures negate a policy of source approval.

### Author Guidelines

Style

1. Leave two spaces after a period, question mark, or an exclamation mark.
2. Commas and periods that directly follow questions go inside the closing quotation marks.
3. All other punctuation marks – such as semicolons, colons, question marks, and exclamation points – go outside a closing quotation mark, except when they are part of the quoted material.
4. *Do not* justify margins (it creates irregular spacing problems).
5. *Do not* break words and hyphenate at the end of lines.
6. Be judicious in using the underscore (indicating italics) or boldface. Repeated use of these devices negates the effectiveness of the emphasis.
7. Limit the use of quotation marks to quoted and specified material only, (Ex.: The headlines announced “War!” Couth people do not say “ain’t” in public.)
8. Do not overuse colons or em-dashes.
9. Spell out numbers under ten. (There are exceptions, such as dates, page numbers, numbers with percent, and others.)
10. Use the serial comma.
11. Watch the use of the restrictive *that* and the nonrestrictive *which*. *Which* should always be preceded by a comma. When in doubt, use *that* and no comma.
12. *While* and *since* should only be used in terms of time. In other usages, substitute *although* or *whereas* for *while* and *because* or *inasmuch* as for *since*.
13. A colon should never follow a verb. Specifically, in listing items, place no punctuation after he verb *are*, whether the list is displaced or run-in. Example: These items are 1) book, 2) chair, and 3) plate.
14. Within the text, use capital letters only for proper nouns.
15. Do not use the Latin abbreviations *etc*., *e.g.,* *i.e.:* spell out in English. Generally, avoid most abbreviations. Exceptions: degrees, titles, A.M., P.M., A.D.
16. Watch out for dangling participles. An initial participial phrase must always refer to the subject of the sentence.
17. Avoid sexist language. “He or she…” may be used, but infrequently and only if absolutely necessary.

**Spelling**

1. Use your spell check program, but don’t rely on it totally. It won’t pick up words spelled correctly, but used incorrectly, such as “She did that *to.*” Proofread! *Webster’s New Collegiate Dictionary*, 11th edition, is the standard.

**Formatting**

1. Do not set tabs. Use only one tab to indent.
2. Do not attempt to format your page. Use ONE font and ONE size type throughout. Avoid boldface type, reversed-out heads, boxed text, and quirky symbols.

### General Items

Confine proof marks to incontestable corrections of spelling and hyphenation, grammar, punctuation, capitalization, variants, and errors of fact, and to incontestable improvements of clarity of phrasing. Aim for consistency in spelling. Correct problems with subject-verb agreement and refine redundancies or overuse of particular words by the author. Respect the author’s style, and do not make inconsequential changes to conform to your own style. As you proceed through the manuscript, check the heads and substance for consistency of style, for hierarchy, and for accuracy.

You may query the following items, but do not change them:

***Dated material.*** Provide substantiation in the form of the resource that you consulted.

Anything likely to strike the average reader as ***subversive, prejudiced, or indecent, or offensive***. Be cognizant of race and gender bias and suggest recasting the sentence if necessary.

### Specific Items

Following are some specific items to check. Although it is not an exhaustive list, it does include matters that arise and need checking.

Quoted Material

Read carefully for obvious **typos and evident misquotations**, but otherwise let it alone. Add quotation marks and ellipsis points where necessary.

Grammar

Correct Improper Sequences of Tenses.

Correct Disagreement of Subject and Verb.

This is often seen where the author has used “their” to agree with a singular subject. Make the subject plural if possible.

Correct Dangling Participles.

Introductory “-ing” words or phrases in apposition are adjectival and must modify the immediately following noun – “when dangling, (you should) correct them” – for the reason made obvious by this example.

Split Infinitives

These may be tolerated if clarity is an issue.

Pronoun References

Clarify Pronoun References as necessary; if pronouns do not refer to the immediately preceding noun, specify.

*Note:* Headings are grammatically restricted to indexes; they are not a formal part of the text. Hence a pronoun immediately following a head is without an antecedent; either repeat the head or rephrase (i.e., “Snakes. These are…” is not permissible; the passage should read, “Snakes. Snakes are…”)

Collective Nouns.

If qualified with a possessive noun/pronoun, use the plural (e.g., They have lost their tails.) However, if qualified with an article (the, a, an), even with a plural noun, use the singular (e.g., They have more widely separated eyes and the vocal sac of males is deep inside the body. OR They breathe thorough gills, and have long tails.)

Correct Run-on Sentences.

Word Usage Preferences.

In nontechnical works, use “while” only as an adverb of time; substitute “although” or “whereas” as necessary. Use “since” only in the strict sense of time; substitute “because” in other cases. Use “over” only in the sense of being physically above; substitute “more than” for quantity. (Note that there is so little distinction between “though” and “although” that usage should be the author’s preference.) Use “refer to,” not “refer back to.”

### Punctuation

**Commas.** Use the serial comma. Do not use a comma between subject and verb or between elements of a compound subject.

**Hyphens and Two-Word Compounds.** In general, run-in all prefixes except when the second element begins with a capital letter or an identical vowel (but cooperate, coordinate, preempt). Fractions as nouns or adjectives are hyphenated (one-third of those present; a two-thirds majority). Adjectives with “well” are customarily hyphenated when before the noun, not hyphenated when standing alone (well-made clothes; the clothes are well made). Also note: “up-to-date information, but “information is up to date.”

**Em-dash.** Use em-dashes to set off serial appositives.

**En-dash.** Use an en-dash between dates, page references, and wherever else it stands for the word “to.”

**Colon.** A colon should never be used between a verb and its direct object or a predicate nominative; specifically, a colon should never follow “are” when a list follows. This rule also applies to displayed lists; no punctuation should follow “are” even though the list is not run-in. The first word after a colon should be capped if it begins a sentence.

**Abbreviations.** Use open initials with names (J. T. Stevens, not J.T. Stevens). Other initials, such as “i.e.,” should be run-in. A.M., P.M., A.D. and B.C. should be run-in and marked for small caps. Government agencies, clubs, and so on, should be run-in without periods: TVA, YMCA, 4-H, PTA. Do not let “etc.” stand in nontechnical text. It is best deleted, but if it is necessary, change to “and so on.” Use U.S. (run-in) as an adjective; United States as a noun.

### Capitalization

**Headings.** Use caps for all principal words, including first words, nouns, verbs, pronouns, adjectives, adverbs, and prepositions of five or more letters. Be sure to use caps for short verbs (Be, Is, Are), short adverbs (As, So) initial words after colons or em-dashes (Punctuation: A Study), and second elements of temporary compounds (Parent-Teacher Relations). Second elements of permanent compounds are lowercased (Self-reliance, Even-numbered) where they are articles, prepositions, or coordinating conjunctions. Articles and conjunctions within the head are lowercased.

**Text.** House style is basically lowercase with capital letters reserved mainly for proper nouns.

**Civil, military, religious, and professional titles and titles of nobility** are capitalized when they immediately precede a personal name, as part of a name (President Clinton, Cardinal Egan). A title used alone, in place of a proper name, is capitalized only in such contexts as toasts or formal introductions (Ladies and gentlemen, the President of the United States). Otherwise; The president of the United States; the president; Bill Clinton, president of the United States; the pope; Pope John Paul II; the queen of England; Elizabeth II, queen of England; Queen Elizabeth.

**In reference to the political divisions of World War I,** Central Europe is capitalized; **in reference to World War II,** Western Europe and Eastern Europe are capitalized. **In reference to the American Civil War,** Northern(er), Southern(er), and the South are capitalized.

**Topographical Names.**  When a generic term is used in the plural either before or after more than one proper name, the term should be capitalized if, in the singular form and in the same position, it would be recognized as part of each name (Lakes Erie and Huron; Mounts Everest and Rainier; the Hudson and Mississippi Rivers).

**Political Organizations/Alliances.** Terms such as party, movement, platform, and the like are capitalized if the name of the party itself is capitalized. However, when used alone in reference to a capitalized group, they are generally lower-cased (Democratic Party or party; Holy Alliance; federal government; juvenile court). *Note*: See the *Chicago Manual of Style,* 15th ed., pp. 336-338, ¶ 8.71, 8.72.

### Quotes and Italics

**Quotation marks** automatically go outside periods and commas; for all other terminal punctuation, placement depends on usage.

Use quotation marks for direct quotations, except for displayed extracts. These do not take quotes unless these appeared in the original (i.e., when the original author was quoting somebody else). Quotes should be used to cast a term into disrepute (e.g., the “correct” techniques, according to the traditionalists…), but sparingly. Do not use quotes if the work is respectable or by way of apology for perfectly ordinary expressions that the author believes may seem colloquial.

When setting multi-paragraph quotes, each paragraph takes an open quote, but only the last paragraph takes a close quote.

**Use caps for titles of articles and other short works** (including specials and specific episodes of television programs). Use italics for titles of books, movies, videos, plays, television series, magazines, and journals; also for ships, space vehicles, and law cases (*Roe v. Wade*).

**Use italics for terms as terms, words as words, letters as letters** (e.g., the term *philosophy* means…; the word *demos* may be defined as…; this condition is known as *multiple sclerosis*; the letter *a*).

### Numbers and Dates

In nontechnical text, spell out all numbers less than eleven; all numbers beginning a sentence; all round numbers (approximations used in place of exact numbers); Congresses, military bodies, political divisions (Second Ward), streets (Forty-Fifth Street) fractions. Hyphenate twenty-four; sixty-one; ninety-nine.

***Exceptions*:** Use figures for all dates (1960s; June 27, May 1913) page numbers, numbers with percent, numbers with A.M. or P.M., connected groups of similar numbers when one exceeds two digits (e.g., Next door to the 103-story office building is a 3-story house).