

General Grammar and Formatting

FORMATTING

Select all text and change to Arial 10pt or Tahoma 14pt for new editor.

Don't use underlines unless absolutely necessary.

Colors: if need be, use the APHL Teal color (Hex: #00A0AF) or APHL Red (Hex: #B42E34), but sparingly. It is usually used for headers in Training emails.

Keep alignment (i.e., left align) consistent.

GRAMMAR and EDITING

Check for the following so language adheres to APHL style.

Spell check and generally correct grammar.

- Correct **capitalization** of non-proper nouns. This happens a lot.
- Make sure any **genus or species names** are italicized.
- Change **double spaces** to single spaces.
- Don't serial **commas**.
- Check that **dashes** are used properly: en-dash between date ranges, em-dashes for change of thought or pause in sentence
- **Times** should be formatted as: 10:35 am ET, CT, MT or PT
- **Dates** should always be formatted as: September 20, 2011 (not 20th, not 09/20/11)
- All **phone numbers** should be formatted as: 555.555.5555
- Edit **signature** to this format:
 - Name, titles
 - Position Title
 - Association of Public Health Laboratories
 - phone number
 - email