

Northern Virginia Magazine  
Style Manual

**NOTE: Copy that fails to adhere to Associated Press Style Manual will be immediately returned to the writer for rewrite. Copy with missing content, such as source contact information, intro or ages of interviewees, will likewise be returned.**

- 1) A.P. Style Manual 101
  - a) Single spaces between sentences.
  - b) Numbers **one** through **nine** get spelled out. **Over 10 is numerical.**
  - c) Only include the state in an address if the location is not in Virginia. Learn the A.P. Style of state abbreviations.
  - d) Dates/Times: No ordinal numbers. Abbreviate month appropriately. Month spelled out when appearing without a date. Times are “a.m.” or “p.m.” Do not use “00.” Always “noon,” never “12 p.m.”
    - i) ex: Jan. 3, 2007; January 2007
    - ii) ex: 9 a.m./9-10 a.m./9:30 a.m.-10 p.m.
  - e) No serial commas
    - i) ex: He lost his keys, his glasses and his wallet.
  - f) Books and film titles get quotations, not italics,
  - g) LAST NAME ONLY after the first reference.
  - h) Phone numbers: 703-288-0204 (not 703.288.0204 or (703) 288-0204.
  - i) Single space after periods.
- 2) NoVa Style
  - a) “website” is one word and lower-cased.
  - b) Use dialectics (read: accent marks) only for proper names and businesses. No need for one on words commonly used in the English language.
    - i) ex: cafe, entree, etc.
  - c) “Black” not African-American unless the individual is, in fact, native to Africa. Always capitalize “Black” if used as a proper noun—not as a modifying adjective.
  - d) “President” is capitalized when referring to the President of the United States.
  - e) Resumé receives a single dialectic after the last e.
- 3) Copy Format
  - a) Single-spaced, Times New Roman.
  - b) MS Word preferable
  - c) Include at top of page: Full name, word count, headline/subject matter, your contact information and names & contact information of sources cited in text.
  - d) Word counts shall not include your personal information, headline or subheadings.
  - e) Remove all hyperlinks from your text before submitting.
  - f) Submit all copy as a **Word attachment**.
  - g) **Provide subheads** if the article is over 1500 words.

- h) Provide suggestion for headline and drop head if not noted on your Statement of Work.
  - i) For stories over 1000 words, copy must include a 20-word **INTRO** to your story, which will serve as the standfirst in the layout.
- 4) Sourcing/Attribution
- a) Personal pronoun usage/First-person references
    - i) Unless the story is a personal essay, anecdotal story or product review (proof of credentials and/or Editor approval required) the writer stays anonymous, unless otherwise discussed with Editor.
    - ii) Try to avoid speaking directly to the reader (you, we, your, etc.).
  - b) If the article is over 500 words, it **must include no less than three sources** in the form of direct quotes and paraphrasing – less will be considered for Profile stories.
  - c) **AGES AGES AGES AGES** – Unless the individual is referenced only once, you must get the age(s) of your interviewee(s). If the interviewee opts out of volunteering age, you must note this in your story.
  - d) Present-tense attribution unless noted otherwise (“I like ice cream,” Jones says.)
- 5) Art/Photography
- a) Contact and submit all visual elements you feel will help with your story’s layout to art director Hana Jung directly: hana@northernvirginiamag.com via the Photo Request/Submission Form. Contact Hana for payment for photos taken by Contributor and published by the magazine.
  - b) **IMPORTANT: Always** remind your interviewees of the possibility of a photo shoot. Please **ask about their availability and note this at the top of your copy** next to their name. If they are not agreeable to a photo, you must note this, too.
  - c) Photo shoots may take place either **in a studio or on location**. You must prepare your interviewees for either possibility.
  - d) Submitted images should be 300 dpi (high res) at 100% print size (preferably full page size, but at least 5x7).
  - e) Appropriate captions should be provided with each photo—either attached to hard copy image or included in the body of an email.
  - f) Northern Virginia Magazine will pay a one-time publishing fee of \$25 for photos taken by the writer. This fee will apply only to images selected for print.