**STYLE/FORMAT GUIDE**

**FOR**

# **PROGRAM MISSION SUMMARIES**

* There is no space after a dollar sign
* Refer to a specific fiscal year as FY 2013, FY 2014, etc.
* Multiyear is one word
* In referring to an enhancement, program, or project such as the Title I Program, the words “Initiative,” “Program,” “ Project” are uppercase
* When referring to the MCPS Strategic Plan use MCPS Strategic Planning Framework
* Do not use the percent sign (%). Write out the word percent
* federal and state are lowercase, except when saying “Maryland State…” or “Virginia State…”
* Acronyms are used only if the name is to be repeated. Write out what the acronym stands for the first time
* Three million dollars should be written $3.0 million, 2 percent would be 2.0 percent, and numbers less than a whole should have a leading zero – 0.4 percent
* Write out numbers one through ten. Use numerals for 11 and up
* Capitalize all organization and proper names, i.e., County Council. Do not capitalize generic titles such as county executive
* Use relocatables not portable classrooms
* Algebra 1, not Algebra I; but Title I, not Title 1
* Use Website, not web site. Use webpage, not web page. Use Internet, not internet.
* Grade 5, fifth grade, grades 3–5;
* Use prekindergarten not pre-K
* DuFief Elementary School but DuFief and Stone Mill elementary schools
* 21st. Century not 21st Century
* Use full name of school for example William B. Gibbs Jr. not Gibbs