

Study Sheet for The Associated Press Stylebook 2022-2024

1. abbreviations and acronyms
2. academic degrees
3. academic departments
4. accept, except
5. addresses
6. affect, effect
7. afterward
8. ages
9. all right
10. all-terrain vehicle
11. among, between
12. amount, number
13. a.m., p.m.
14. animals, especially breed names
15. annual
16. ATM
17. backward
18. board of directors, board of trustees (lowercase except when part of a proper noun)
19. building
20. bus, buses
21. capital, Capitol
22. capitalization
23. cellphone
24. Christmas
25. citywide
26. co-
27. committee
28. company, companies
29. complementary, complimentary
30. composition titles
31. contractions
32. convention
33. cooperate, cooperative
34. coronaviruses
35. corporation
36. county
37. courtesy titles
38. dates
39. days of the week
40. decades
41. dimensions
42. doctor
43. dollars
44. email
45. ensure, insure, assure
46. essential clauses
47. essential phrases
48. every day, everyday
49. farmworker
50. faze, phase
51. fewer, less
52. firsthand
53. fractions
54. full time, full-time
55. fundraising, fundraiser
56. governor
57. grade, grader
58. highway designations
59. internet
60. it's, its
61. judgment
62. lake
63. Lyme disease
64. midnight
65. months
66. mpg
67. mph
68. names
69. nationwide
70. No.
71. nonprofit
72. numerals
73. OK
74. part time, part-time
75. percent
76. plurals
77. possessives
78. post office
79. pre-
80. prefixes
81. preheat
82. president
83. preventive
84. principal, principle
85. re-
86. room numbers
87. rooms
88. seasons
89. state
90. state names
91. teen, teenager, teenage
92. telephone numbers
93. temperatures
94. that, which
95. their, there, they're
96. times
97. titles
98. toward
99. T-shirt
100. U.S.
101. vice president
102. weather terms
103. website
104. weights
105. years
106. youth
107. Punctuation section
 - a. apostrophe
 - b. colon
 - c. comma
 - d. dash
 - e. hyphen
 - f. periods
 - g. question mark
 - h. quotation marks
 - i. semicolon