

# U.S. Figure Skating

## 2008-09 Style Guide

This style guide is specifically intended for writing purposes, and we hope that it will be used to create consistency throughout the organization to better streamline the message U.S. Figure Skating conveys to the public. U.S. Figure Skating Online, icenetwork.com and SKATING magazine's contributing writers should use this guide in order to adhere to the organization's writing style, which will cut down on editing time and increase efficiency. Not all skating terms/events are listed here. The dictionary we refer to is the Webster's New World College Dictionary, fourth edition (exceptions are noted), and we adhere mostly to Associated Press style (exceptions are noted). If you have questions about a particular style, please contact Mickey Brown at mbrown@usfigureskating.org.

### The Top 11

The following are the top 11 most common things we have to correct, and we'd appreciate it if they were used consistently. If you don't read anything else, read this section! (But please read the entire guide.) Further explanation of each of these entries follows the top 10 section.

#### U.S. Figure Skating

Abbreviate United States with periods and no space between the letters. The legal name of the organization is the U.S. Figure Skating Association, but in text it should always be referred to as U.S. Figure Skating. USFSA and USFS are not appropriate!

#### U.S. Championships and U.S. Adult Championships

These events are commonly referred to as "nationals" and "adult nationals," but the official names of the events are the U.S. Figure Skating Championships (second reference: U.S. Championships) and the U.S. Adult Figure Skating Championships (second reference: U.S. Adult Championships). See junior and novice for explanation of referring to the levels at the event. (The U.S. Junior Championships are NOT for the junior level! It's for the intermediate and juvenile skaters.) Both should be preceded by a lowercased "the" in all uses.

#### one space after periods

Type only one space after a period, colon, everything. There is no instance in text where we'd use two spaces (or more) in a row.

#### lowercase certain skating terms

The following words should not be capitalized: gold, silver, bronze, medal, medalist, champion, short program, free skate, men's, ladies, pairs, dance, senior, junior, novice, intermediate, juvenile, moves in the field, freestyle, preliminary, solo, free dance, international, masters, adult. (See individual entries for further information.)

#### said

When attributing a quotation, the person's last name comes first followed by the word "said" ("Yes," Brown said.) as this is a subject/verb construction. (You wouldn't say "said I" but "I said.") We use the word said and not says, states, stated, exclaimed, described, etc., to be consistent. (There are exceptions in feature stories.)

#### early quote attribution

Mention who is speaking early in a long quotation, usually after the first sentence or phrase. Do not wait until three sentences into the quote to introduce who is speaking. ("Coming back has been better than it was before," Jones said. "I enjoy skating so much more now.")

#### free skate

Free skate is two words and is lowercased. Free skate is to be used rather than "long program." We use free skate, not free skating, when referring to the program.

#### numbers

Spell out numbers one through nine; use figures for 10 and above. Ordinals: spell out first through ninth, and starting with 10th use numerals. Use numerals when the number modifies a unit of measure, money, proportions, dimensions, speed or percentages (3 years old, 5 inches, \$4, 9 mph, 3 percent). Spell out distances and units of time unless it involves a fraction (four miles, eight years, 3 1/4 hours, 4 1/2-minute free skate). This is our own style, an exception to AP style.

#### capitalize Axel, Lutz and Salchow

The names of these jumps should always be capitalized because they are people's names. Flip, loop and toe should not be capitalized.

#### e-mail, web site and online

We spell e-mail (hyphenated), web site (lowercase, two words) and online (one word, no hyphen) according to the Associated Press' style. ("Web" lowercased, however, is an exception to AP style.)

#### international judging system

It is not called "code of points," "new judging system" or "ISU judging system." Use international judging system on first reference. "IJS" is appropriate for internal audiences who will understand the acronym.

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# A

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## abbreviations and acronyms

Use abbreviations sparingly. When in doubt, spell it out. These abbreviations may be used in moderation (notice no periods are used): AM, FM (radio), USA (and other well-known acronyms), PR (public relations), TV (television). Necessary abbreviations: A.D., B.C., a.m., p.m., fax, OK (not okay), PC (no periods, no spaces), Ph.D. (we prefer bachelor's degree and master's degree to B.A., M.S., etc.), St. (for saint; spell out when referring to person who was a saint; St. Louis was named for Saint Louis), U.S. (United States; abbreviated only as an adjective) and vs.

There should be no spaces between initials in a name (T.S. Eliot). See individual entries for an organization or program's appropriate abbreviation or acronym. See state names for state abbreviations. Abbreviate "avenue," "boulevard" and "street" in numbered addresses.

## Academic Scholarship Program

Second reference: ASP.

## addresses

In complete addresses use the postal abbreviations for states (Denver, CO, not Denver, Colo.). Always include a ZIP code with a complete address. Abbreviate "Avenue" (Ave.), "Boulevard" (Blvd.) and "Street" (St.) in complete addresses, but spell them out when used with only a street name.

Abbreviate North, South, East and West in complete addresses (with periods, N., S., etc.). Use numerals for numbered streets, unless the number is less than 10 (56 N. 10th St., 20 First St.)

## adjectives

See the hyphen entry for guidelines on handling compound modifiers used before a noun, and see the comma entry for guidelines on punctuating a series of adjectives.

## adult

Adult should not be capitalized when referring to an adult skater, adult competition category (masters open, championship adult gold, adult bronze) or adult-level test (She passed her adult pre-silver dance test.).

## Adult International Competition

See "ISU Adult International Competition" entry.

## Adult Nationals

See U.S. Adult Figure Skating Championships entry.

## adverbs

Avoid use of adverbs whenever possible. See the hyphen entry for guidelines on constructing a compound modifier with an adverb.

## AEGON Challenge Cup

Formerly known as the International Challenge Cup. Second reference: Challenge Cup.

## African-American

## ages

Always use numerals (14, not fourteen). Ages expressed using the word "year" will always have hyphens (A 14-year-old boy; the event is for 14-year-olds). But when the word "years" is used, no hyphens are needed. (He is 14 years old.) An age used after a name should be set off by commas. (Emily, 13, skates on the

novice level.) Use numerals (5) for ages, but spell out numbers under 10 (five) in other instances. See numerals entry for further explanation.

## a.m., p.m.

Lowercase, with periods, and have a space between the time and a.m. or p.m. (10 a.m.)

## and/ampersand (&)

Always use the word "and" instead of the ampersand, unless it is part of a company's official name (Barnes & Noble). When referring to pairs and dance teams, use and between the names (Scott and Dulebohn), not a slash or an ampersand (not Belbin/Agosto, Vise & Kole). Ampersands are used in team names on the web site because that is how they are set up in the database (this is an exception). Due to web site technology, U.S. Figure Skating Online uses the ampersand.

## Annual Congress on Sports Medicine and Sports Science of Figure Skating

This is the official name of the event. Second reference: Annual Sports Medicine and Sciences Congress. When referring to it as "the congress," "congress" should be lowercase.

## apostrophes

Do not use an apostrophe to plural numerals. (The scores were mostly 5.6s for presentation. She is in her 30s.) Do not use an apostrophe to plural words as words. (His speech had too many "ifs," "ands" and "buts." This is an exception to the dictionary.) DO use an apostrophe for omitted figures (the early '90s) but not to make it plural (not 90's). DO use an apostrophe to make single letters plural. (He learned the three R's and brought home A's on his report card.) A basic rule: always use "'s" if the word does not end in the letter s (there are, however, many exceptions to this rule).

When referring to men's, ladies or pairs results, these words are part of descriptive phrases. If you can turn the phrase around and insert "for" between the words, it's a descriptive phrase and does not need the apostrophe or "'s": ladies results (results for ladies) pairs short program (short program for pairs). You have to use an "'s" with "men's" because the plural form of man (men) does not end in "s". If you can turn the phrase around and insert "of" or "belonging to" between the words, it does need an apostrophe: skaters' costumes (costumes of or belonging to the skaters).

## at-large

## attribution

See last names entry.

## Axel

The name of this jump is always capitalized because it was named after Axel Paulsen. Single, double or triple preceding Axel would not be capitalized.

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## Basic Skills

Basic Skills (both words capitalized) is the appropriate second reference for the U.S. Figure Skating Basic Skills Program. On the second reference, do not capitalize the word “program.”

## Biellmann

This spin is capitalized because it was named after Denise Biellmann.

## Board of Directors

Do not capitalize Board of Directors but not officers or “the board.”

## boys

Male competitors at the juvenile level and below are referred to

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## camel spin

### capitalization

Avoid unnecessary capitals. Use a capital letter only if you can justify it by one of the principles listed here. If there is no relevant listing in the style guide for a particular word or phrase, consult the dictionary. Avoid words in all caps to show emphasis. An alternative is using italics.

*proper nouns* (unique identification for a specific person, place or thing): Timothy, Kwan, America, Spokane, Olympics.

*proper names* (when common nouns are an integral part of the full name for a person, place or thing): Colorado River, West Virginia, First Street. Lowercase these common nouns when they stand alone in subsequent references: the river, the street. Lowercase the common noun elements of names in all plural uses: First and Second streets, Colorado and Mississippi rivers.

*popular names*: Capitalize some places and events that lack officially designated proper names but have popular names that are the effective equivalent (North Dallas, Deep Ellum).

*derivatives* (words that are derived from a proper noun and still depend on it for their meaning): American, Christian, English, Shakespearean. Lowercase words that are derived from a proper noun but no longer depend on it for their meaning: french fries.

*sentences*: Capitalize the first word in a sentence.

*compositions*: Capitalize the principal words in the names of books, movies, plays, poems, operas, songs, radio and television programs, works of art, etc.

*titles*: Capitalize formal titles when used immediately before a name. Lowercase formal titles when used alone or in constructions that set them off from a name by commas. Use lowercase at all times for terms that are job descriptions rather than former titles (Troy Schwindt, director of publications or Director of Publications Troy Schwindt; U.S. Figure Skating President Ron Hershberger *or* Ron Hershberger, U.S. Figure Skating president).

*abbreviations*: Capital letters apply in some cases: USA, STAR, etc.

*miscellaneous*:

- Capitalize names of directions when they designate a region, but lowercase when they indicate compass direction. See the **directions and regions** entry. Capitalize the word “Region” or “Section” when referring to a U.S. Figure Skating region/section (South Atlantic Region).

- Do not capitalize or italicize “a” or “the” in the front of the name of an organization, newspaper or magazine, unless

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# B

as boys.

## books

Use italics for the names of books, magazines, newspapers, movies, paintings, drawings, statues, pamphlets and long musical compositions, such as operas (this is an exception to AP style).

## Bridge Program

This is the full first and second reference. Capitalize both words.

## bronze

Do not capitalize the word bronze in reference to a medal or as an adult skating level category.

## bylaw

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# C

it is part of the title (*The New York Times*, the *Saturday Evening Post*).

- Capitalize racial distinctions in the formal sense (Native American, Asian) but lowercase for less formal references (black, white).

- In headlines and titles, capitalize the first letter of each word, excluding articles and prepositions.

- Capitalize trademark terms such as Kleenex, Coke and Xerox. We don’t require the registration sign following the trademarked terms. Use generic terms where possible: facial tissue, soft drink and photocopy.

## Central Pacific Regional Figure Skating Championships

This is the appropriate first reference. Second reference is Central Pacific Regional. Do not refer to this event as Central Pacifics (unless it’s in a direct quote).

## champion

Do not capitalize the word champion (U.S. champion Johnny Weir).

## championship titles

When referring to medalists at the U.S. Championships, please refer to them in the following ways: U.S. champion, U.S. junior silver medalist, etc. The word “senior” is not necessary when referring to a senior-level champion; however, the words “junior,” “novice,” “juvenile” and “intermediate” are necessary to clarify those levels.

It is also not necessary to say the word “national” in the title (not U.S. national champion Sasha Cohen). And it’s not necessary to use the words “men’s” or “ladies,” as it should be obvious by the name of the person. However, it is important to use dance or pairs, as it distinguishes between the two disciplines. For example, Keauna McLaughlin and Rockne Brubaker are the 2008 U.S. pairs champions. Use this reference instead of saying McLaughlin and Brubaker are the 2008 national senior pairs gold medalists (or champions). Examples:

U.S. champion Mirai Nagasu

(*not: National senior ladies gold medalist Mirai Nagasu*)

2008 U.S. champion Evan Lysacek

(*not: 2000 National senior men’s gold medalist Evan Lysacek*)

U.S. ice dancing champions Tanith Belbin and Ben Agosto

(*not: National senior dance gold medalists Tanith Belbin and Ben Agosto*)

U.S. junior silver medalist Brandon Mroz

(not: *National junior men's silver medalist Brandon Mroz*)

## Champs Camp

The official name of this event is U.S. Figure Skating Champs Camp. Second reference: Champs Camp.

## Charlotte

Capitalize "Charlotte" because it is a person's name. The Charlotte is the move in which a skater skates backwards on the ice and extends one leg straight up and bends down, dragging their hand on the ice. Michelle Kwan and Sasha Cohen did this move.

## choctaw

Lowercased.

## Club International Competition Program

This is the official name of the program. Second reference: Club International Program. The events themselves may be referred to as club internationals.

## Clubs Matter

Name of the monthly club e-newsletter.

## coach, captain

Do not capitalize coach or captain (coach Vicki Korn, co-captain Dacia Crum) as they are job descriptions, not titles. When referring to a team's captain or coach, use the team name as an adjective rather than a possessive — without an apostrophe (Haydenettes coach Saga Krantz, Chicago Jazz coach Lisa Darken, not Crystallettes' coach Shannon Peterson).

## code of points

This is NOT to be used in referring to the international judging system.

## colon

Capitalize the first letter of a statement following a colon only if that statement makes a complete sentence. (This is the first commandment of freelancing: Know thy market. She completed three double jumps: the toe, the loop and the Salchow.)

Colons that fall at the bottom of a page should be edited to be a period. (It looks bad to have a colon leading the reader's eye to something that isn't delivered until the next page.)

## combination jumps

Hyphenate combination jumps to connect the jump names (triple Lutz-double toe, triple loop-half loop-double toe).

## Combined Report of Action

### commas

- Do not put a comma before the conjunction in a simple series (red, white and blue). Put a comma before the concluding conjunction in a series, however, if it would be confusing without it, or if there is a complex series of phrases. (I had orange juice, toast, and ham and eggs. The main points to consider are whether the athletes are skillful enough to compete, whether they have the stamina to endure the training, and whether they have the proper mental attitude.)

- Use a comma if the subject of each clause is expressly stated. (We visited St. Louis, and we attended the U.S. Championships.) But no comma when the subject of the two clauses is the same and is not repeated in the second. (We are visiting Spokane and plan to see the U.S. Championships.)

- A nonessential clause must be set off by commas.

An essential clause must not be set off from the rest of a sentence by commas. *Essential clauses cannot be eliminated without changing the meaning of the sentence. Nonessential clauses can be eliminated without altering the basic meaning of the sentence.* (Essential: Skaters who placed first in their level were invited to the exhibition. Nonessential: Susie, who turned 15 last week, was excited about her gold medal.)

- Use commas to separate a series of adjectives equal in rank. If you can insert the word "and" between the adjectives, use a comma. (The soft, mysterious music). But use no comma when the last adjective outranks its predecessors because it is an integral element of a noun phrase, which is the equivalent of a single noun (a cheap fur coat).

- Use a comma to introduce a complete one-sentence quotation within a paragraph. Do not use a comma at the start of an indirect or partial quote.

- Use commas to offset the names of states and nations used with city names. (He's from Detroit, Mich., and traveled to Paris, France.)

- When a phrase refers to a month, day and year, set off the year with commas. (Jan. 1, 2004, came quickly.)

- Commas always go inside quotation marks.

## Committees

Capitalize names of U.S. Figure Skating Committees including the word "Committee" (Sports Sciences and Medicine Committee).

## Competitive Skaters Assistance Program

Second reference: CSAP.

## competitive test track

Lowercase. Appropriate second reference: test track.

## composition titles

Use *italics* for books, magazines, newspapers, movies, paintings, drawings, statues, pamphlets and long musical compositions, such as operas (this is an exception to AP style). Do not, however, italicize "SKATING magazine," but do use all caps for the official name: SKATING.

Put quotation marks around TV program titles, CD titles, songs, radio programs and poems ("Malaguena," "The West Wing").

Do not however use quotation marks or italics for books that are catalogs of reference (Encyclopedia Britannica). Capitalize the principal words in titles, including prepositions and conjunctions of four or more letters. Capitalize an article (the, a, an) or words of fewer than four letters if it is the first or last word in a title.

## compound modifiers

When a compound modifier — two or more words that express a single concept — precedes a noun, use hyphens to link all the words in the compound except the adverb very and all adverbs that end in -ly (a junior-level skater, a better-qualified skater, her off-ice training program, a well-known man, a full-time job, an easily remembered rule). Don't hyphenate these words if they're not part of a compound adjective (She skates on the junior level. He works full time.) But when a modifier that would be hyphenated before a noun occurs instead of the noun "to be," the hyphen must be retained to avoid confusion. (The man is well-known. The children are soft-spoken).

## crossover(s)

One word, lowercased — can be a noun or an adjective.

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## dance

Lowercase references to dance, compulsory dance, original dance, free dance or ice dancing. (Belbin and Agosto placed first in the original dance.) We prefer the reference to “ice dancing” versus “ice dance” or “dance” (particularly on the first reference).

## dances

Lowercase the names of dances if they are generic references and not a specific name of a dance (waltz, polka, blues, march). These typically describe the rhythm of the dance. However, capitalize the name of the dance if it’s a specific name (Westminster Waltz, Tango Romantica, Midnight Blues, Quickstep). If there is a theme for the original dance, put the name of the theme in quotation marks (“Memories of a Grand Ball” original dance).

## dash

The em dash (—; shift + option + hyphen) is used 1) to denote an abrupt change in thought in a sentence or an emphatic pause (Weiss ended up sixth — his top placement since finishing third at the 2000 World Championships.), 2) to set off the full phrase when a phrase that otherwise would be set off by commas contains a series of words that must be separated by commas (He listed qualities — intelligence, humor, independence — that he liked in an executive.) and 3) before an author’s name at the end of a story if there’s no byline at the beginning (— Troy Schwindt). Put a space on both sides of a dash in all uses. The em dash is often overused. Don’t send a dash to do a comma’s work! (The em dash is the length of a capital M.)

The en dash (–; option + hyphen) is used to denote a range (Nov. 7–10, September–October, 2003–2004, scores of 5.6–5.8). Don’t pair an en dash with the word “from” (1982–86, or from 1982 to 1986, not from 1982–86). (The en dash is the length of a capital N.)

## dates

Always use numerals, without st, nd, rd or th (July 4, not July

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## Eastern Adult Sectional Figure Skating Championships

This is the appropriate first reference. Second reference: Eastern Adult Sectional. Eastern Adults is not appropriate (unless it’s in a direct quote).

## Eastern Great Lakes Regional Figure Skating Championships

This is the appropriate first reference. Second reference: Eastern Great Lakes Regional. EGLs is not appropriate (unless it’s in a direct quote).

## Eastern Sectional Figure Skating Championships

This is the appropriate first reference. Second reference: Eastern Sectional. Easterns is not appropriate (unless it’s in a direct quote).

## Eastern Synchronized Team Skating Sectional Championships

This is the appropriate first reference. Second reference: Eastern Synchronized Sectional. Eastern Synchronos is not appropriate (unless it’s in a direct quote).

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# D

4th). Use the AP abbreviations for months. Don’t use a comma when listing the month and year alone. See **months** and **years** for further examples.

## days of the week

Capitalize days of the week and do not abbreviate.

## department

Capitalize the names of U.S. Figure Skating departments, including the word “Department” (Membership Development Department). If the word department is not used, don’t capitalize the other words. (Susi Wehrli, senior director of membership, was at the meeting.)

## death spiral

## different from

Different takes the preposition “from,” not than.

## directions and regions

In general, lowercase north, south, northeast, northern, etc., when they indicate compass direction; capitalize these words when they designate regions. (He drove west. A storm developed in the Midwest and moved toward the East Coast. She has a Southern accent. He represents the North Atlantic Region.) Capitalize the word “Region” or “Section” if referring to a U.S. Figure Skating region/section by name (Eastern Section). Capitalize compass points when used in denoting widely known sections (Southern California).

## director

Capitalize “director” when it acts as part of a title (Director of Media Relations Scottie Bibb), but do not capitalize it when the person’s name comes first and the title follows as a descriptive phrase (Troy Schwindt, director of publications). The same rule applies for chair, president and team leader.

## Directory

Capitalize references to the U.S. Figure Skating Directory.

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# E

## ellipses

Avoid ellipses if possible. They’re not necessary in every place where part of a quote is omitted. Avoid deletions that would distort the meaning. An ellipsis may be used to indicate a pause. Treat an ellipsis as a three-letter word — three periods and a space on either side of the periods. If the ellipsis follows a complete sentence, place a period at the end of the sentence before the ellipsis and follow it with a regular space and an ellipsis. (“I didn’t think it was hard. ... I didn’t think it was challenging.”) When material is deleted at the end of one paragraph and at the beginning of the one that follows, place an ellipsis in both locations. Do not use ellipses at the beginning and end of direct quotes. (“It was exciting to turn around and see a standing ovation,” Grindstaff said. Not “... it was exciting to turn around and see a standing ovation ... ” Grindstaff said.) Use ellipses for an omission at the beginning or in the middle of a quoted sentence. Avoid using them at the end of a sentence.

## eligible

See **Olympic eligible**.

## e-mail

e-newsletter

envelope

U.S. Team Envelope is the correct first reference (capitalized) but generic references to team envelope should be lowercased.

ex officio

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**Fantasy Challenge**

See U.S. Figure Skating Fantasy Challenge entry.

**figure test**

Not figures test.

**fractions**

Spell out amounts less than one in stories, using hyphens between words (two-thirds, four-fifths, seven-sixteenths). Use numerals for precise amounts larger than one (3 1/2, not three and a half; four years, but 4 1/2 years). This is an exception to AP style.

**free skate**

Free skate is two words, lowercased. Free skate is to be used rather than the previous name “long program” (unless in a quote). Do not abbreviate as “FS.” Note: The ISU calls it free skating, but for us it’s the “free skate,” even when used as an adjective.

**free dance**

**freestyle**

We do not use this as a replacement for free skate.

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**girls**

Female competitors at the juvenile level and below are referred to as girls.

**gold**

Do not capitalize gold when referring to a gold medal or gold test.

**Governing Council**

Capitalize Governing Council but not “meeting” when referring to U.S. Figure Skating’s annual Governing Council meeting. Capitalize all first letter when referring to it as “2006 Governing Council Annual Meeting.”

**Grand Prix**

See **ISU Grand Prix of Figure Skating Series**.

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**hand-in-hand**

Use dashes in both noun and adjective uses.

**Headquarters**

**http://**

This part of a URL is not necessary if it is followed by a www.

**home page**

**home-school, home-schooled**

**hyphen**

Use hyphens to form a single idea from two or more words. See **compound modifier** for how to hyphenate two or more words that express a single concept.

Look up specific words in the dictionary that have prefixes or

**European Figure Skating Championships**

This is the appropriate first reference for this event. Second reference: European Championships. Europeans is acceptable but not preferred. Euros is not used.

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**F**

**Friends of Figure Skating**

This is a fan-based membership and should be referred to in this way, making sure to include the “s” on “Friends.” (Become a Friends of Figure Skating member, or be a “Friend,” capitalized.)

**flip**

**footwork**

**Four Continents Figure Skating Championships**

This is the appropriate first reference. Second reference: Four Continents.

**fundraising**

One word (exception to AP style).

**Future Champions Series**

A series of competitions (now defunct) for juvenile, intermediate and novice skaters in which they competed against other U.S. skaters and earned points based on placement. Second reference: FCS

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**G**

**grade of execution**

Lowercase. Plural is grades of execution; appropriate second reference is GOE. As the term becomes familiar, GOE can become first reference.

**grass roots, grass-roots**

Two words when used as a noun (from the grass roots to the elite level) and as a compound word (with hyphen) as an adjective (developing the sport from the grass-roots level to the national level).

**Group**

Capitalize when referring to the level of a lift (Group 4 lift).

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**H**

suffixes to know whether they are hyphenated or not.

A suspensive hyphenation is used in this form: He received a 10-to-20-year sentence in prison.

Unless the word formed could be misunderstood or is hard to read in solid form, all words formed with these prefixes are spelled solid (no hyphens):

pre	intra	sub	re	pseudo	post	extra
super	un	supra	over	infa	pro	non
co	under	ultra	auto	semi		

■ Be careful when joining prefixes to words. Don’t do it if it creates a new, different or strange word (re-create, pre-existing, re-cover).

■ Spell words ending in “writer” solid (no hyphens): speechwriter, newswriter, scriptwriter, ghostwriter.

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## ice dancing

We prefer the dance discipline to be referred to as ice dancing.

## icenetWORK.com

This is the official name of the web site (note the lowercase “i” at the beginning.) It should always be referred to as “icenetWORK.com” and not “icenetWORK.” It is appropriate to capitalize “icenetWORK.com” in headlines, at the beginning of sentences, etc.

## icenetWORK.com World Figure Skater Rankings presented by Kohl’s

The official name is the icenetWORK.com World Figure Skater Rankings presented by Kohl’s (for now). Second reference: icenetWORK.com World Skater Rankings.

## individual member

Lowercase this and references to an individual membership.

## in-season

Hyphenated as a noun or adjective. This refers to a skater’s competitive skating season, usually from fall to spring.

## interclub

Lowercased and not hyphenated

## intermediate

Lowercase intermediate when referring to a level or an event category

## international

Lowercased (an international event, international assignments). The exception is if international is part of a proper name.

## International Counter Match

This is the appropriate first and second reference.

## International Skating Union

This is the official name of the organization, but it is acceptable to use ISU (no periods) on all references including the first.

## Internet (always capitalized)

## International judging system

This is the name of the new judging system. Use the abbreviation IJS only when addressing internal audiences. This system is NOT called code of points.

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## judge

Lowercase unless it’s part of a title for a court judge. (Jane Jones, the U.S. judge, gave her a first-place ordinal. As a world judge, he has presided over numerous competitions.)

## judge-in-charge

## jumps

The names of jumps are lowercased except for Axel, Salchow and Lutz — these are capitalized because they are people’s names. See combination jumps for how to hyphenate these jumps.

## junior

Lowercase junior when referring to a level or an event category (a junior-level skater, the junior men’s event).

At the U.S. Championships, the junior level event is not to be referred to as the U.S. Junior Championships, which is

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## ISU Adult International Competition

Appropriate second reference: Adult International Competition.

## ISU Junior Grand Prix of Figure Skating

Appropriate second references: Junior Grand Prix Series, Junior Grand Prix, JGP.

## ISU Junior Grand Prix of Figure Skating Final

Appropriate second references: Junior Grand Prix Final, JGP Final.

## ISU Grand Prix of Figure Skating Final

Appropriate second references: Grand Prix Final.

## ISU Grand Prix of Figure Skating Series

Appropriate second references: Grand Prix Series. It is not necessary for the word “senior” to precede Grand Prix Series.

## it

A team is a singular item and should be referred to as “it.” (Miami University captured its fourth silver medal.) But with a plural name, such as the Haydenettes or the Hockettes, can be referred to as “their.” (The Haydenettes won their 17th U.S. title.)

## italics

Italicize letters representing letters and words representing words (Mind your *p*’s and *q*’s. *Upon* is often unnecessary; on will do.

- The plural portion of an italicized word is left in roman. (The *Newsweeks* I read seem balanced.)
- Italicize thoughts attributed to thinkers. (*I’m too lazy to turn over*, he thought sleepily.)
- Italicize foreign words and phrases only if they are so uncommon that they are not in an American dictionary. Otherwise, don’t italicize foreign words or phrases if it is the only italicized phrase and could look strange.
- Punctuation following italics is only italicized if it is part of the italicized phrase. (He thought, *What should I do?* Have you read *Gone With the Wind?* question mark not italicized)

## it’s, its

*It’s* is a contraction for “it is” or “it has.” (It’s been a long time.)

*Its* is the possessive form of the pronoun. (The company lost its assets.)

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# JK

the national event for juvenile and intermediate skaters. The two event names can be confused. Appropriate references for the junior-level event include: junior (lowercase) U.S. Championships or U.S. Championships on the junior level/in the junior division. (She won the gold in the junior ladies event at the U.S. Championships. They won the junior ice dancing title at the U.S. Championships. I attended the U.S. Championships on the junior level and saw rising stars.) See “novice” for referring to novice level event at the U.S. Championships.

## Junior Grand Prix Final

Appropriate first reference is prefaced by ISU. Appropriate second reference: JGP Final.

## Junior Grand Prix of Figure Skating Series

Appropriate first reference is prefaced by ISU. Appropriate

second references: Junior Grand Prix Series, JGP Series.

### juvenile

Lowercase juvenile when referring to a level or an event category. (The juvenile level represents the beginning of an athlete's skating. They competed in the juvenile dance event.) On the juvenile level, refer to "girls" and "boys" rather than "ladies"

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### ladies

Lowercase references to ladies. (Sasha Cohen won the ladies free skate.) When referring to ladies results, "ladies" is part of a descriptive phrase. If you can turn the phrase around and insert for between the words, it's a descriptive phrase and does not need the apostrophe or "'s": ladies results (results for ladies), ladies short program (short program for ladies). If you can turn the phrase around and insert "of" or "belonging to" between the words, it does need an apostrophe: ladies' costumes (costumes of or belonging to the ladies).

### Lake Placid Ice Dance Championships

This is the official name of the competition. It is not "Ice Dancing."

### last names

State a person's full name on first reference, then use only his/her last name. (Troy Schwindt is the editor. Schwindt enjoys the job.) Exception: If one or more people with the same last name are equally mentioned in the story (e.g., brother and sister pairs team), use their first names after stating their full names. (While fellow skater Richard Gillam rushed to help Steve, Danielle was left to think the worst.) If the story is primarily about one sibling and another sibling is mentioned only briefly, use the last name to refer to the primary subject and the first name of the other. (Gilles rose the top of the junior podium this year, while Piper also won an ice dancing silver on the junior level.)

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### magazine names

Capitalize and italicize the name — do not place it in quotation marks. Lowercase the word "magazine" and do not italicize unless it is part of the publication's formal title (PC Magazine, Splash magazine, SKATING magazine). Check the masthead of the publication if in doubt. Always lowercase "magazine" when accompanying SKATING, and don't italicize SKATING (an exception to our style).

### Major League Baseball Advanced Media

This is the official name of the company. Second reference: MLB Advanced Media.

### masters

### master's degree

This is the preferred reference. Avoid MBA if possible.

### medalist(s)

We spell this with one "I" (ignore spell checks that suggest two "I's").

### media, media guide

In the sense of mass communication, the word is plural. (The news media are resisting attempts to limit their freedom.) We lowercase references to the U.S. Figure Skating media guide.

and "men." Pre-juvenile is also lowercased and is hyphenated.

### kiss and cry

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### layback

### levels

Lowercase references to the word level or levels of skating. (She is a novice-level skater. He skates on the intermediate level.) When "level" refers to levels of difficulty in the international judging system, spell out the numbers associated, i.e. level one, level two, level three, level four. Hyphenate the level of difficulty in the IJS if it is modifying a specific element, i.s. level-four step sequence.

### lifetime

### LOC

This stands for local organizing committee. It is lowercased when spelled out but capitalized when abbreviated.

### long program

Refer to the long program as the "free skate," unless it is in a quote.

### long time, longtime, long term, long-term

(They have been pairs partners for a long time. She was a longtime U.S. Figure Skating judge and referee. Long term, he'd like to pursue coaching. He described his long-term goals.)

### loop

### Lutz

This jump is named for its inventor Alois Lutz and is therefore capitalized in all cases.

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## M

### Members Only site

Secure web site ([www.usfsaonline.org](http://www.usfsaonline.org)) for U.S. Figure Skating members. Always capitalized, no dash between "Members" and "Only."

### Memorial Fund

Capitalize at all times, but do not capitalize references only to the "fund."

### men, men's

Male competitors at the intermediate through senior levels are referred to as men. You have to use an "'s" with men's because the plural form of man (men) doesn't end in "s." (Start the men's short program. We watched the men skate. I like the men's costumes.)

### Michelle Kwan Trophy

This is the name of the trophy the skater(s) will receive when they win the SKATING magazine Readers' Choice Skater of the Year Award (as of 2008).

### mohawk

Lowercased.

### Midwestern Adult Sectional Figure Skating Championships

This is the appropriate first reference. Second reference:

Midwestern Adult Sectional. Do not refer to this event as Midwestern Adults (unless it's in a direct quote).

### Midwestern Sectional Figure Skating Championships

This is the appropriate first reference. Second reference: Midwestern Sectional. Do not refer to this event as Midwesterns or Mids (unless it's in a direct quote).

### Midwestern Synchronized Team Skating Sectional Championships

This is the appropriate first reference. Second reference: Midwestern Synchronized Sectional. Do not refer to this event as Midwestern Synchronos (unless it's in a direct quote).

### months

Capitalize the names of months in all uses. When a month is used with a specific date, abbreviate only Jan., Feb., Aug., Sept., Oct., Nov. and Dec. (Jan. 3 was the coldest day of the month. His birthday is April 12.) Spell out when using alone or with only a year (October 2004). When using only a month and a year, do not separate the year with commas. When referring to a month, day and year, set off the year with commas. (On Feb. 25, 2003, we reached our goal.)

### more than

See over, more than entry.

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### names

See "last names" entry.

### national championships

When referring to other countries' national championships, there is no need to use the word "National" in the name. They should simply be called "2008 French Championships," "2008 Japanese Championships," etc. Referring to these events as "French Nationals" or "Japanese Nationals" is not acceptable.

### National Collegiate Championships

This should not be used. This is the former name of the U.S. Collegiate Championships.

### National Showcase

Only appropriate reference. Showcase alone is not capitalized.

### National Skating Month

This is the month in January when figure skating is celebrated and promoted. Do not refer to this month as NSM in stories (spell out), but it's OK to abbreviate it on forms and in certain web instances.

### nationals

The appropriate term for nationals is the U.S. Figure Skating Championships (second reference: U.S. Championships). It's OK to use nationals only in a quote, but do not capitalize it. See **U.S. Championships** entry.

### NBC Sports

### NGB

Capitalize this as an abbreviation for national governing body, but do not capitalize national governing body when spelled out.

### no hold block

### nonprofit

One word, no hyphen

### movements in isolation

Not moves in isolation.

### moves in the field

This should always be lowercased, and it should be hyphenated if it is used as an adjective. (They practiced moves in the field and stroking. She passed her senior moves-in-the-field test.)

### movies

Italicize the names of movies (and books, newspapers, magazines). This is an exception to AP style. (She skated to music from *Pirates of the Caribbean*.) On the web site, we use quotation marks because of browser style sheets.

### museum

Lowercase at all times unless part of World Figure Skating Museum and Hall of Fame.

### music

Capitalize and put in quotation marks names of songs, CDs and descriptive titles for orchestral works ("The Feeling Begins" by Peter Gabriel, Bach's "Suite No. 1 for Orchestra," "Rhapsody in Blue"). Italicize long musical compositions, such as operas, plays, musicals, etc., that the songs may be from ("All that Jazz" from *Chicago*, a medley from *Ragtime*). In subsequent references, lowercase symphony, concerto, etc.

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## N

### nonqualifying

One word, no hyphen

### North Atlantic Regional Figure Skating Championships

This is the appropriate first reference. Second reference: North Atlantic Regional. North Atlantics is not appropriate (unless it's in a direct quote).

### novice

Lowercased (They won the novice title this year.). The novice-level event at the U.S. Championships should not be referred to as the U.S. Novice Championships. Appropriate references for the novice-level event include: novice (lowercase) U.S. Championships or U.S. Championships on the novice level/in the novice division. (She won the gold in the novice ladies event at the U.S. Championships. They won the novice ice dancing title at the U.S. Championships.)

### numbers/numerals

Spell out numbers one through nine; use numerals for 10 and above. Ordinals: Spell out first through ninth — starting with 10th, use figures. Spell out a numeral if it begins a sentence; recast the sentence if necessary. One exception — if the numeral identifies a calendar year. (Thirty-six skaters were entered in the event. 1994 was a good year.)

■ *Exception:* Use numerals when the number modifies a unit of measure, money, proportions, dimensions, speed or percentages (5 inches, \$4, 8 1/2 x 11 sheet of paper, 70 mph, 3 percent, page 47).

■ Spell out distances and units of time unless it involves a fraction (four miles, two years, 3 1/4 hours, 4 1/2-minute free skate). This is an exception to AP style.

■ For millions and higher, use numerals and spell out the word (6 million, 25 billion), except for casual references (I'd like to make a billion dollars).

- When writing numbered rankings, it should be written No. 1 or No. 13, not #1 or number 13.
- Use 1st, 2nd, 3rd, etc., when referring to figure tests (6th

figure test).

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## offseason

We prefer AP style on this one (no hyphen). This refers to the time between competitive figure skating seasons (typically the summer).

OK

## Olympic eligible

This is used to define skaters or competitions that meet the requirements and follow the rules of U.S. Figure Skating and/or the ISU. "Olympic eligible" is used instead of the word amateur. Use Olympic eligible as two words if by itself, but hyphenate it if it's used as a compound modifier. (She will remain Olympic eligible. They are Olympic-eligible athletes.)

## Olympic Winter Games

Precede this with the year (2010 Olympic Winter Games in Vancouver, Canada). Appropriate second references: Olympic

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## Pacific Coast Adult Sectional Figure Skating Championships

This is the appropriate first reference. Second reference: Pacific Coast Adult Sectional. Do not refer to this event as Pacific Coast Adults (unless it's in a direct quote).

## Pacific Coast Sectional Figure Skating Championships

This is the appropriate first reference. Second reference: Pacific Coast Sectional. Do not refer to this event as Pacific Coasts (unless it's in a direct quote).

## Pacific Coast Synchronized Team Skating Sectional Championships

This is the appropriate first reference. Second reference: Pacific Coast Synchronized Sectional. Do not refer to this event as Pacific Coast Synchros (unless it's in a direct quote).

## pairs

We use this as plural (She is a pairs skater vs. She is a pair skater). When referring to a pairs team, list the lady's name first followed by the man's. Use the word "and" between the names, not a slash or an ampersand (Tanith Belbin and Ben Agosto).

## parentheses

In general, avoid parentheses by using commas or dashes unless absolutely necessary. Within quotations, use parentheses to clarify what someone is referring to that might be confusing otherwise. ("I had a hard time (at the U.S. Championships) because of my injury.") If adding words that were implied by the speaker, put it in brackets ("After my performance, I was happy to have [skated cleanly]). Items in parentheses can be taken out and the quote will still make sense; what's in brackets can't be taken out without distorting the sentence.

## part time, part-time

Hyphenate when used as a compound modifier. (She works part time. She has a part-time job.)

## PDF

Portable Document Format. This is capitalized since it's an

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# O

Games, Winter Games, the Games. Inappropriate: Winter Olympic Games, Winter Olympics, Vancouver Olympics, Vancouver Games, etc.

## Olympic Training Center

Second reference: OTC.

## Olympic Village

## Opening Ceremonies, Closing Ceremonies

Capitalize when referring to ceremonies at the Olympic Games.

## over, more than

Over refers to spatial relationships. (The plane flew over the city.)

More than is used with numerals and amounts. (Their salaries went up more than \$20 a week. More than 250 people attended the event.)

## overrotate, underrotate

---

# P

Adobe PDF and Adobe capitalizes this term.

## percentages

Use the word percent (not the symbol %) in text. Use figures for percentages (5 percent). Repeat percent with each individual figure. (He said 10 percent to 30 percent of the people may not vote.)

## Ph.D.

## pilates

Pilates used to be capitalized since its named after Joseph Pilates, but now more people can teach pilates and don't have to be specially trained, therefore it's lowercased.

## p.m./a.m.

## powerstroking

## pre-gold, pre-silver, pre-bronze

Lowercased and hyphenated as exceptions to AP style.

## prefixes

See separate listings for commonly used prefixes. Generally, do not hyphenate when using a prefix with a word starting with a consonant. Three rules are constant, although they yield some exceptions to first-listed spellings in Webster's: 1) Except for "cooperate" and "coordinate," use a hyphen if the prefix ends in a vowel and the word that follows begins with the same vowel. 2) use a hyphen if the word that follows is capitalized. 3) Use a hyphen to join doubled prefixes (pre-preliminary).

## preliminary, pre-preliminary, pre-juvenile

These levels are lowercased. Hyphenate the words with an additional "pre" at the beginning of the level as an exception to AP style.

## premier/premiere

Premier means first in status or importance; principal or chief. Premiere is a first public performance.

preseason

## Professional Skaters Association

Second reference: PSA.

program components

## punctuation/quotation marks

The period and the comma always go within the quotation marks.

The dash, the semicolon, the question mark and the exclamation point go within the quotation marks when they apply to the

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## quotation marks

See the punctuation/quotation marks entry.

Use single quotation marks only around quoted material already within quotes. (Jane said, “This was a year of ‘hurry up’ and ‘settle down,’ but next year we will start fresh.”)

## quotes

When attributing a quotation, it should be a subject/verb construction, putting the person’s last name first followed by the verb — “Schwindt said” (subject/verb) not “said Schwindt” (verb/subject). If, however, there is a description about the person following their name, put “said” first, followed by their name and the description. (“Evy and Mary helped instill the drive for me to

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re-elect, re-election

## Readers’ Choice Skater of the Year Award

The official name of this award is SKATING magazine Readers’ Choice Skater of the Year Award. Second reference: Readers’ Choice Award. The recipient receives the Michelle Kwan Trophy.

reevaluate

## regard

The proper construction is “with regard to,” not “in regard to.” No “s” is required at the end of “regard.” “Regards” is a salutation.

## regionals

This is lowercased. (After regionals, we took a break. After the South Atlantic Regional, we took a break.) Here are the correct names (first reference) of all of the regional events:

- New England Regional Figure Skating Championships
- North Atlantic Regional Figure Skating Championships
- South Atlantic Regional Figure Skating Championships

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## said

When attributing a quotation, the person’s last name comes first followed by the word “said” (“Yes,” Fawcett said.) as this is a subject/verb construction (you wouldn’t say “said I” but “I said”). We use the word said and not says, states, stated, exclaimed, described, etc., to be consistent. (There are exceptions in feature stories.) “Said” comes before the name, if there is an identifier following the name (“Use the web site,” said Fawcett, who has been the director of online services for four years.)

## Salchow

This jump is named for its inventor Ulrich Salchow and is therefore capitalized in all cases. Do not abbreviate it (Sal or

quoted matter only. They go outside when they apply to the whole sentence (He asked, “How long will it take?” But: Who sings “All You Need Is Love”? outside quotation marks). Do not use a comma or period after an exclamation point (“Yikes!” she said. Not “Yikes!”, she said.)

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# Q

do this,” said Lind, who also works with Anne Militano. “This is a perfect stepping stone for athletes,” said Jeff DiGregorio, co-coach of ladies champion Kelsey Drewel. “I like figure skating,” said three-time U.S. champion Michael Weiss. Not three-time U.S. champion Michael Weiss said.) Also, the majority of the time we use “said” after a quotation, versus exclaimed, described, etc. See said entry.

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# R

- Eastern Great Lakes Regional Figure Skating Championships
- Upper Great Lakes Regional Figure Skating Championships
- Southwestern Regional Figure Skating Championships
- Northwest Pacific Regional Figure Skating Championships
- Central Pacific Regional Figure Skating Championships
- Southwest Pacific Regional Figure Skating Championships

run-through

## regions

See the directions and regions entry.

## road

Do not abbreviate in addresses.

rock ‘n’ roll

## Rulebook

Capitalize references to the U.S. Figure Skating Rulebook.

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# S

Sow).

## Scholastic Honors Team

See U.S. Figure Skating Scholastic Honors Team entry.

## scores

Refer to scores as numerals (5.8) and use an en dash between a range of scores. (He received marks from 5.4–5.9 for presentation.) Do not use an apostrophe after the score when making it plural. (She received three 5.7s for technical merit.)

## season (figure skating)

We refer to the figure skating competition year as the season (July 1–June 30, corresponding to the membership year). This is the

2008–09 season since it encompasses the end of 2008 and the beginning of 2009. Include the entire year on the first side of the en dash and the last two numerals of the second year on the other side.

### seasons

Lowercase spring, summer, fall, winter and derivatives (such as springtime) unless part of a formal name (Olympic Winter Games, Troy Summer Skate competition).

### sectionals

This is lowercased unless combined with the name of a specific section, then it's capitalized. (After sectionals, we took a break. After the Eastern Sectional, we took a break.) Here are the correct names (first reference) of all of the sectional events (including adult and synchronized):

- Eastern Sectional Figure Skating Championships
- Midwestern Sectional Figure Skating Championships
- Pacific Coast Sectional Figure Skating Championships
- Eastern Adult Sectional Figure Skating Championships
- Midwestern Adult Sectional Figure Skating Championships
- Pacific Coast Adult Sectional Figure Skating Championships
- Eastern Synchronized Team Skating Sectional Championships
- Midwestern Synchronized Team Skating Sectional Championships
- Pacific Coast Synchronized Team Skating Sectional Championships

### semicolon

Use semicolons to separate elements of a series when individual segments contain material that also must be set off by commas. (He leaves a son, John Smith of Chicago; two daughters, Jane Smith of Wichita, Kan., and Mary Smith of Denver; and a sister, Martha.) Note that the semicolon is used before the final “and” in such a series. Use a semicolon when a coordinating conjunction such as and, “but” or “for” is not present. (The package was due last week; it arrived today.)

### short program

#### side by side, side-by-side

(They spun side by side. The pair's side-by-side spins were perfect.)

### silver

### SKATING

Capitalize the entire word when referring to SKATING magazine.

#### SKATING magazine Readers' Choice Skater of the Year Award Michelle Kwan Trophy

This is the official name of the annual fan award SKATING gives out. Second reference: Readers' Choice Award.

### Skate America

All references: Skate America. Never use the word “the” before it.

### Smucker's Stars on Ice

The official name of the tour is Smuckers Stars on Ice. Second reference: Stars on Ice. Do not use SOI.

### Snowplow Sam

The official mascot of U.S. Figure Skating is Snowplow Sam. It is acceptable on second reference to call him Snowplow but always using his full name is preferred.

### South Atlantic Regional Figure Skating Championships

This is the appropriate first reference. Second reference: South Atlantic Regional. South Atlantic is not appropriate (unless it's in a direct quote).

### Southwest Pacific Regional Figure Skating Championships

This is the appropriate first reference. Second reference: Southwest Pacific Regional. Southwest Pacific is not appropriate (unless it's in a direct quote).

### Southwestern Regional Figure Skating Championships

This is the appropriate first reference. Second reference: Southwestern Regional. Southwestern is not appropriate (unless it's in a direct quote).

### spaces

We use one space after all punctuation, on either side of an em dash and on either side of an ellipsis. There is no instance in text where we'd use two spaces (or more) in a row.

### Special Olympics

#### spelling

We use the Webster's New World College Dictionary (fourth edition), unless the word is unique to this industry then use the spelling in this style guide. If more than one spelling is listed in the dictionary, use the first one listed.

#### SPIN!

SPIN! refers to the Skating Practioner's Information and Idea Network. Since it is a new program, the full name should be written out on first reference. SPIN! is appropriate on second reference.

#### Sports Medicine and Science National Network

The Sports Medicine and Science National Network is a directory of sports medicine and science specialists who have experience working with figure skaters and other competitive athletes. It is acceptable on second reference to call it the National Network.

#### spread eagle

#### STAR

This is the appropriate second reference for Serving the American Rinks.

#### S.T.A.R.S.

S.T.A.R.S. stands for Skater Talent and Athleticism Recognition System. Since it is a new program, the full name should be written out on first reference. S.T.A.R.S. is appropriate on second reference.

#### state names

See box below for information and abbreviations.

#### straightline footwork

#### student-athlete

We always hyphenate this term to show that it's one person fulfilling both roles.

#### Subcommittee

Capitalize names of U.S. Figure Skating subcommittees, including the word Subcommittee (Basic Skills Subcommittee).

#### synchronized skating

This is lowercased. Since synchronized team skating is redundant, the use of the word “team” has been phased out. Try to avoid the use of synchro, but it is acceptable in some instances.

## state names

State names should be abbreviated per Associated Press style (Colorado Springs, Colo.; Albany, N.Y.) or spelled out when they stand alone (She flew to Colorado from Texas). Use the postal abbreviations (CO, CA) only with a full address that includes a ZIP code. In text, place one comma between the city and the state and another comma after the state. (Cleveland, Ohio, hosted the event.) Do not abbreviate any of the Canadian provinces in text. (Use postal abbreviations for provinces in full addresses.)

The following are the state abbreviations with ZIP code abbreviations in parentheses:

Ala. (AL)	Del. (DE)	Ky. (KY)	Miss. (MS)	N.J. (NJ)	Ore. (OR)	Vt. (VT)
Ariz. (AZ)	Fla. (FL)	La. (LA)	Mo. (MO)	N.M. (NM)	Pa. (PA)	Va. (VA)
Ark. (AR)	Ga. (GA)	Md. (MD)	Mont. (MT)	N.Y. (NY)	R.I. (RI)	Wash. (WA)
Calif. (CA)	Ill. (IL)	Mass. (MA)	Neb. (NE)	N.C. (NC)	S.C. (SC)	W. Va. (WV)
Colo. (CO)	Ind. (IN)	Mich. (MI)	Nev. (NV)	N.D. (ND)	S.D. (SD)	Wis. (WI)
Conn. (CT)	Kan. (KS)	Minn. (MN)	N.H. (NH)	Okla. (OK)	Tenn. (TN)	Wyo. (WY)

The names of these eight states are NEVER abbreviated in text:

Alaska (AK)	Idaho (ID)	Maine (ME)	Texas (TX)	Hawaii (HI)	Iowa (IA)	Ohio (OH)	Utah (UT)
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The following are the correct spellings and abbreviations for the ISU member nations:

Andorra (AND)	Cyprus (CYP)	Kazakhstan (KAZ)	South Africa (RSA)
Armenia (ARM)	Czech Republic (CZE)	Latvia (LAT)	Spain (ESP)
Australia (AUS)	Denmark (DEN)	Lithuania (LTU)	Sweden (SWE)
Austria (AUT)	Democratic People's Republic of Korea (PRK)	Luxembourg (LUX)	Switzerland (SUI)
Azerbaijan (AZE)	Estonia (EST)	Mexico (MEX)	Thailand (THA)
Belarus (BLR)	Finland (FIN)	Monaco (MON)	Turkey (TUR)
Belgium (BEL)	France (FRA)	Mongolia (MGL)	Ukraine (UKR)
Bosnia-Herzegovina (BIH)	Georgia (GEO)	Netherlands (NED)	United States of America (USA)
Brazil (BRA)	Germany (GER)	New Zealand (NZL)	Uzbekistan (UZB)
Bulgaria (BUL)	Great Britain (GBR)	Norway (NOR)	
Canada (CAN)	Greece (GRE)	Poland (POL)	
China (CHN)	Hong Kong (HKG)	Portugal (POR)	
Chinese Taipei (TPE)	Hungary (HUN)	Republic of Korea (KOR)	
Croatia (CRO)	Iceland (ISL)	Romania (ROM)	
	Israel (ISR)	Russia (RUS)	
	Italy (ITA)	Slovak Republic (SVK)	
	Japan (JPN)	Serbia and Montenegro (SCG)	
		Slovenia (SLO)	

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## take off, take-off

(Remember your positioning as you take off. Bend the take-off leg.)

## team leader

Capitalize this title if it's before someone's name, but not if it comes after their name. (U.S. Team Leader Roger Glenn worked hard. Glenn, U.S. team leader, said it was a good event.)

## teams

Technically a team, such as the Haydenettes, is a singular item and should be referred to as "it," but this often doesn't sound correct. If the team name is plural (the Colonials), use "their." (The Hockettes won their first silver.) If the team name is singular (the Chicago Jazz), use "it." (Miami University continued its domination.) Or add the word "team" so "it" sounds correct. (The Fraser Eclipse team won its third competition of the year.)

When referring to the team's captain or coach, use the team name as an adjective rather than a possessive, without an apostrophe. (Hockettes coach Jane Jones, *not* Crystallettes' coach Shannon Peterson).

Capitalize "team" when referring to the U.S., World, World Junior or Olympic Team. (Evan Lysacek made the U.S. World

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Team.)

## team envelope

This is a funding structure used by U.S. Figure Skating for its athletes and plays a part in international assignments awarded to skaters. Capitalize unless used in a generic way. (U.S. Figure Skating Team Envelopes; Team A Envelope athletes; the team envelope system; Information about the team envelopes is on the web site.)

## technical controller

Lowercased. This is an official in the international judging system who is part of a five-member technical panel).

## technical elements

## Technical Notification

## technical specialist

Lowercased. This is an official in the international judging system who is part of a five-member technical panel. There is also an assistant technical specialist on the technical panel.

## teenager

## telephone and fax numbers

For fax and telephone numbers, our preferred format is as follows: 719.635.5200.

### tests

Lowercase all references to test levels (ISI freestyle test).

### Theatre On Ice

Capitalized, and theatre is spelled this way, not theater (exception to AP style). TOI as an abbreviation is an acceptable second reference, although Theatre On Ice is preferred throughout.

### time

Use numerals except for noon and midnight. Times should be listed using figures and with a.m. or p.m., lowercase with periods (4 p.m.).

### titles

For job titles, capitalize them if it precedes the person's name (Director of Publications Troy Schwindt) but lowercase when the title is after the name, usually offset by commas (Ron Hershberger, U.S. Figure Skating president, spoke to the crowd.)

See composition titles for the style on book titles, songs, etc.

### toe

Lowercased. (She completed a double toe.)

### toward

Not towards.

### Trophée Eric Bompard

Second reference: Trophée Bompard. This event was formerly called Trophée Laliue. This is an ISU Grand Prix of Figure Skating Series event held in France each fall.

### try out, tryout

Use two words as a verb, but use one word as a noun or adjective. (Let's try out for the team. She said the tryouts were difficult.)

### TV shows

Put the names of TV shows in quotation marks. (She was on "Trading Spaces." He was featured on "Today" this morning.)

### twizzle(s)

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## UV

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### Under way

Two words in virtually all uses: The project is under way. The naval maneuvers are under way. One word only when used as an adjective before a noun in a nautical sense: an underway flotilla.

### U.S. Adult Figure Skating Championships

This event is commonly referred to as "adult nationals," but that is not the official name of the event. The appropriate first reference is U.S. Adult Figure Skating Championships. Second reference: U.S. Adult Championships. "Adult nationals" is OK in a direct quote, but lowercase it.

### U.S. Collegiate Championships

This is the correct name for the National Collegiate Championships. We do not abbreviate this.

### U.S. Figure Skating

The legal name of the organization is the U.S. Figure Skating Association, but in text it should always be referred to as U.S. Figure Skating. USFSA and USFS are not appropriate.

### U.S. Figure Skating Championships

This event is commonly referred to as "nationals," but that is not the official name of the event. The appropriate first reference is State Farm U.S. Figure Skating Championships. Second reference: U.S. Championships. "Nationals" is OK in a direct quote, but lowercase it.

### U.S. Figure Skating Dr. Scott Nadler Memorial Excellence in Sports Science and Medicine Award

This is the official name of the award. Second reference: Dr. Scott Nadler Memorial Award. Third reference: Nadler Award.

### U.S. Figure Skating Fantasy Challenge

The official name of the game is the U.S. Figure Skating Fantasy Challenge. Second reference: Fantasy Challenge.

### U.S. Figure Skating Hall of Fame

This is housed in the U.S. Figure Skating Headquarters along with the World Figure Skating Museum and Hall of Fame.

### U.S. Figure Skating Online

This is the name of the U.S. Figure Skating web site.

### U.S. Figure Skating Scholastic Honors Team

This is the appropriate first reference for the U.S. Figure Skating program for high school juniors and seniors that maintain a high GPA while competing on at least the novice level. Second reference: Scholastic Honors Team.

### U.S. Intercollegiate Team Skating Championships

The three colleges with the most points in each collegiate conference are invited to compete at this event.

### U.S. Junior Figure Skating Championships

This is the name for the national event for juvenile and intermediate skaters. Second reference: U.S. Junior Championships. Inappropriate references are: Junior Nationals, JNs or JN. This is not to be confused with saying junior U.S. Championships (meaning the junior level of the U.S. Championships). See junior for how to refer to this.

### U.S. Synchronized Skating Championships

This is the appropriate first reference. Second reference: U.S. Synchronized Championships. Synchro nationals is not acceptable.

### U.S. Team

### United States

Spell out when used as a noun. Use U.S. (no space) only as an adjective.

### United States Olympic Committee

Second reference: USOC.

### Upper Great Lakes Regional Figure Skating Championships

This is the appropriate first reference. Second reference: Upper Great Lakes Regionals. UGLs is not appropriate (unless it's in a direct quote).

### vice

Use two words, no hyphen (vice president, vice chair). Capitalize vice president only as a formal title before a name. (First Vice President Gale Tanger spoke to the crowd. Tanger, U.S. Figure Skating first vice president, spoke to the crowd.)

**warm up, warm-up**

Use two words as a verb but hyphenate them as a noun or adjective. (Let's warm up. She didn't have a good warm-up. I like my warm-up routine.)

**Washington, D.C.**

We use the AP style for Washington, D.C., and D.C. should have commas on either side of it (as shown here) if the sentence continues. Never abbreviate "Washington" when referring to the U.S. capital.

**web site**

Two words, web lowercased (AP exception)

**weights**

Use numerals. (The baby weighed 7 pounds, 9 ounces.)

**who, whom**

Use who and whom for references to human beings and animals with names. Use that and which for inanimate objects and animals without names. "Who" is the word when someone is the subject of a sentence, clause or phrase. (The woman who rented the room is gone. Who is there?) "Whom" is the word when someone is the object of a verb or preposition. (The woman to whom the room was rented is gone. Whom do you wish to see?)

**workout, work out**

(Her workout consists of yoga and pilates. I'm going to work out.)

**World Figure Skating Championships**

Second reference: World Championships, Worlds (acceptable but not preferred).

**World Figure Skating Museum and Hall of Fame****World**

Capitalize the word "World" if referring to the World Championships, but not a reference to the world, meaning the earth. (He is a two-time World medalist.) Also, "world judge" should be lowercased as it does not only refer to the World Championships.

**Name spellings**

There are names of several foreign skaters, coaches and competitions we have decided to spell differently than some other outlets. For example:

Evgeny Plushenko (commonly seen as "Evgeni")

Nikoli Morozov (Nikolai)

Marina Zoueva (Zueva)

Ondrej Nepela Memorial (Nepala)

**World Junior Figure Skating Championships**

Second reference: World Junior Championships, World Juniors (acceptable but not preferred).

**World medalist****World Skater Rankings**

See "icenetwork.com World Figure Skater Rankings presented by Kohl's" entry.

**World Synchronized Skating Challenge Cup for Juniors**

Second reference: World Challenge Cup for Juniors.

**World Synchronized Skating Championships**

Second reference: World Synchronized Championships. Try to avoid the use of World Synchros, but it is acceptable in some instances. Synchro Worlds is not appropriate.

**World Team, World Junior Team**

Capitalize "Team" when referring to these groups.

**World Wide Web****www**

Retain this part of a web site address in text, but usfigureskating.org is an exception. Using the "www" should be decided on a case-by-case basis.

**yearlong****years**

Use numerals, without commas (1985). Use an "s" without an apostrophe to indicate spans of decades or centuries (the 1990s, the 1800s). Years are the lone exception to the rule in numerals that a figure is not used to start a sentence. (2002 was a good year.)