AALL / STYLE GUIDE

GENERAL STYLE ELEMENTS

STYLE GUIDE/DICTIONARY
- *Merriam Webster’s Collegiate Dictionary*

AALL ADDRESS
No abbreviations BUT follow USPS style for publication mastheads and statements of ownership
105 West Adams Street
Suite 3300
Chicago, Illinois 60603

USPS
105 W Adams St Ste 3300
Chicago, IL 60603-6225

AMPERSANDS
Use ampersands for:
- AALL Annual Meeting & Conference
- SIS names
- Employee titles

COMMAS
Use serial commas
No comma after ampersand (&) per CMOS

COPYRIGHT NOTIFICATION
© year by Name

DATES
- June 1, 2016
- June 2016
- Summer 2016

EM DASHES
No spaces on either side

HYPERLINKS/URLS
- All visible hyperlink formatting in stationery and one sheets should be styled in AALL light blue. No underlines or default bright blue.
- Delete the “http://” when it will not affect the link.
- For bit.ly links:
  - AALL2go links: AALL2go[01][16] (month and year of webinar)
  - Spectrum-only links: [MJ][16] keyword (months and year, plus a unique keyword)
  - Annual Meeting Links: Don’t miss “name of session” Sunday, July 17 from 2:30 p.m. to 3:30 p.m. For more information visit bit.ly/AALL16DarkWeb (AALL plus year and unique keyword for title of session).

MEETINGS
When listing out AALL meetings for the website or eNews, list as follows:
  National Conference on Copyright of State Legal Materials (link)
Friday, December 2, 2016 / 8:00 a.m.-5:00 p.m. (EDT)
Boston University School of Law
Register (link) by Tuesday, November 2, 2016
Registration is $75

NUMERALS

- Spell one through nine; numerals from 10 on
- Percentages
  - Use “percent” in non-technical contexts
  - Use “%:” in scientific and statistical copy

PHONE / FAX NUMBERS

Use periods as separators; use “p” or “f” (note italics) only when you need to differentiate between the phone number and fax numbers.

- p 312.205.8020
- f 312.431.1097

TIME

Always show minutes, lowercase, periods, space after number

- 6:00 a.m., 10:55 p.m.
- In sentence form 4:30 p.m. to 5:30 p.m.

TITLES

Before a name use Title Caps, after a name use lowercase.

- Mark Gediman, director of information services, noted that ...
- AALL President Ronald E. Wheeler Jr.

“/” VERSUS “|”

Use “/” instead of “|” as of the roll out of the new brand

CAPITALIZATION, HYPHENATION, ITALICS, POSSESSIVES, PUNCTUATION & SPELLING

(adj) adjective (pl) plural
(cn) collective noun (poss) possessive
(dict) dictionary (sing) singular
(n) noun (v) verb
(pa) predicate adjective

A

American Association of Law Libraries (AALL)

- Always spell out at first mention followed by acronym in parentheses as above, then use acronym
- Association—Use Association for more formal communications
- #aallnet (social media hashtag)

AALL Spectrum—Always put AALL in front and italicize

AALL Annual Meeting & Conference, AALL Annual Meeting

With year:

- 2016 AALL Annual Meeting & Conference
• AALL 2016
• #aall16 (social media hashtag)

B
Blogs—italicize the names of blogs

C
co-worker

D
D.C. (when used as an abbreviation for a postal code)
DC (no periods) when used in sentence form
decision-maker, adj; decision maker, n; decision-making (n)

E
early bird (noun – two words)
early-bird (adj)
ebook
e-discovery
eBriefing (no hyphen)
eCommunications (no hyphen)
eDailies (no hyphen)
emeritus (retired male)
emerita (retired female)
email
eNewsletter (no hyphen)
et al. (always with a period after and a comma before)
eUpdate (no hyphen)

F
face-to-face (n, adj)
firm-wide (company-wide)
frontlines (adj) front lines (n)
federal government (lowercase unless it is used with an official name)

G

H
healthcare (one word)
highly trained (no hyphen for adv.)

I
internet

J
JD (no periods or spaces between)
Jr. (no comma before)

K
KnowItAALL (roman, no italics); abrv: KIA (for internal use only)

L

M
MLS, MLIS
MA
MBA
MS
Midwest – The Midwest, but midwestern, the midwesterner

N
non-billable
nonlibrarians
nonlegal (adj)
nonprofit

O
on-site

P
percent (adj, adv), percentage (n)
PhD
problem-solving
R

S

semiannual

semicolon (place between name; titles; institution; city)

special interest section (SIS), SISs

(pr. n) capitalize—e.g., Government Special Interest Section

(n) lowercase—e.g., AALL has 14 special interest sections

Lambert, Greg

- AALL President [2017-2018]
- glambert@jw.com or glambert@aall.org

T

team building

trade-offs

U

U.S. (with periods); spell out United States (n)

UK (no periods)

V

vice president/president-elect (n)

Vice President/President-Elect (adj)– Vice President/President-Elect Femi Cadmus

videoconferencing

W

webpage (unlike CMOS where it is two words)

website

Wi-Fi

XYZ

AALL FACTS/NOTES

CURRENT BOARD

President

Emily R. Florio

7/19/2019 to 7/18/2021

Vice president/president-elect

Diane Rodriguez

7/19/2019 to 7/18/2021

Secretary

Mary Jenkins

7/20/2019 to 7/18/2023

Treasurer

Cornell H. Winston

7/19/2019 to 7/18/2022
<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Past president</td>
<td>Michelle Cosby</td>
<td>7/19/2019 to 7/18/2021</td>
</tr>
<tr>
<td>Board member</td>
<td>Susan David deMaine</td>
<td>7/19/2020 to 7/18/2023</td>
</tr>
<tr>
<td>Board member</td>
<td>Stacy Etheredge</td>
<td>7/19/2020 to 7/18/2023</td>
</tr>
<tr>
<td>Board member</td>
<td>Emily M. Janoski-Hachlen</td>
<td>7/19/2019 to 7/18/2022</td>
</tr>
<tr>
<td>Board member</td>
<td>June Hsiao Liebert</td>
<td>7/19/2018 to 7/18/2021</td>
</tr>
<tr>
<td>Board member</td>
<td>Karen Selden</td>
<td>7/19/2018 to 7/18/2021</td>
</tr>
<tr>
<td>Board member</td>
<td>Jason R. Sowards</td>
<td>7/19/2019 to 7/18/2022</td>
</tr>
<tr>
<td>Staff liaison</td>
<td>Vani Ungapen</td>
<td>7/19/2018 to 7/18/2021</td>
</tr>
</tbody>
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### 21 STANDING COMMITTEES
- AALL/LexisNexis Call for Papers Committee
- Annual Meeting Local Arrangements Committee
- Annual Meeting Program Committee
- Appointments Committee
- Awards Committee
- Bylaws and Resolutions Committee
- Committee on Relations with Information Vendors (CRIV)
- Conference of Newer Law Librarians (CONELL) Committee
- Continuing Professional Education Committee
- Copyright Committee
- Diversity & Inclusion Committee
- Economic Status of Law Librarians Committee
- Executive Board Administration Committee
- Executive Board Executive Committee
- Executive Board Finance & Budget Committee
- Executive Board Strategic Directions Committee
- George A. Strait Scholarship & Fellows Committee
- Government Relations Committee
- Indexing of Periodical Literature Committee
- Leadership Development Committee
- Nominations Committee

### 12 AWARD JURIES
- AALL/Bloomberg Law Continuing Education Grant Jury
- AALL Spectrum Article of the Year Award Jury
- Annual Meeting Grant Awards Jury
- Annual Meeting Poster Session Award Jury
- Emerging Leader Award Jury
- Excellence in Community Engagement Jury
- Innovations in Technology Award Jury
- Law Library Journal Article of the Year Award Jury
- LexisNexis Research Grant Jury
- New Product Award Jury
- Scholarship Awards Jury
- Volunteer Service Award Jury
15 SPECIAL INTEREST SECTIONS
- Academic Law Libraries SIS
- Black Law Librarians SIS
- Computing Services SIS
- Digitization & Educational Technology SIS
- Foreign, Comparative & International Law SIS
- Government Documents SIS
- Government Law Libraries SIS
- Legal History & Rare Books SIS
- Legal Information Services to the Public SIS
- Library Systems & Resource Discovery SIS
- Private Law Librarians & Information Professionals SIS
- Professional Engagement, Growth & Advancement SIS
- Research Instruction & Patron Services SIS
- Social Responsibilities SIS
- Technical Services SIS

16 CAUCUSES
- Animal Law Caucus
- Asian-American Law Librarians Caucus
- Business & Corporate Research Instruction Caucus
- Conference of Law Library Educators
- Document Delivery Caucus
- Empirical Research Caucus
- Encore Caucus
- Federal Law Librarians Caucus
- Jewish Law Librarians Caucus
- Latino Caucus
- Law Repositories Caucus
- Mindfulness in Law Librarianship Caucus
- Native Peoples Law Caucus
- Publishing Initiatives Caucus
- Research Crits
- Teaching Legal Technology Caucus

CHAPTERS
- 30 local and regional

PUBLICATIONS
- AALL Spectrum®
  print and online, www.aallnet.org/resources-publications/publications/aall-spectrum/
- Law Library Journal®
  digital only—enhanced PDF; print subscription for members $35; nonmember $125; www.aallnet.org/resources-publications/publications/law-library-journal/
- Index of Foreign Legal Periodicals (IFLP)
  Index—online only; www.aallnet.org/resources-publications/publications/index-to-foreign-legal-periodicals/
www.aallnet.org/careers/salary-survey/

- The CRIV Sheet
  www.aallnet.org/advocacy/vendor-relations/criv-sheet/

BLOGS

My Communities Blog, community.aallnet.org/browse/blogs

CRIV Blog, crivblog.com